

August 3rd

2005

KEY LARGO WASTEWATER TREATMENT DISTRICT
BOARD OF COMMISSIONERS

AGENDA



Wednesday, August 3, 2005 at 5:00 PM

98880 Overseas Hwy

Key Largo, FL

Charles Brooks

Gary Bauman

Andrew Tobin

Glenn Patton

Claude Bullock

Chairman

Vice Chairman

Secretary-Treasure

Commissioner

Commissioner

.....
Charles F. Fishburn

Thomas Dillon

Carol Walker

General Manager

District Counsel

Board Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTD Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Board Clerk at 305-451-5105 at least 48 hours in advance to request accommodations.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA WITH ANY ADDITIONS OR DELETIONS

E. PRESENTATIONS

1. Video presentation

TAB 1

F. PUBLIC COMMENT

G. COMMISSIONERS ROUND TABLE

2. Summary Discussion on Utility Rule Drafting/Modifications
and Ultimately Approving **TAB 2**

H. COMMISSIONER ITEMS

3. Open Debate Policy **TAB 3**
4. Policy for two votes at two separate meetings to pass matters
of special importance **TAB 4**
5. Policy on right to ask for limited research assistance **TAB 5**
6. Policy concerning consent agenda **TAB 6**
7. Policy on employee performance review **TAB 7**
8. Policy concerning placement of items on the agenda **TAB 8**

I. ACTION ITEMS

9. RESOLUTION NO. 07-07-05
A RESOLUTION OF THE KEY LARGO WASTEWATER
TREATMENT DISTRICT RELATING TO THE SELECTING
AND APPROVING OF THE SPECIFIC VERSION OF ROBERT
RULES OF ORDER NEWLY REVISED (RONR). SPECIFYING
RONR WILL BE USED FOR REFERENCE AND GUIDANCE
IN THE ORDERLY PROCEEDINGS OF THE KLWTD BOARD
OF COMMISSIONERS. **TAB 9**
10. Summarizing specific rules of order **TAB10**
11. RESOLUTION 06-07-05
A RESOLUTION OF THE KEY LARGO WASTEWATER
TREATMENT DISTRICT, TO PROVIDE COPIES OF THE
KLWTD AGENDAS, MINUTES, AND RESOLUTIONS FOR
PUBLIC INSPECTION; REVOKING RESOLUTION NO. 2003-
20, AND RETRIEVING AGENDA PACKAGES FROM KEY
LARGO PUBLIC LIBRARY. **TAB 11**
12. RESOLUTION NUMBER KLWTD 08-07-05
A RESOLUTION OF THE KEY LARGO WASTEWATER
TREATMENT DISTRICT RELATING TO THE CONSTRUCTION
AND FUNDING OF WASTEWATER COLLECTION,
TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE
DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF
PROPOSED SPECIAL ASSESSMENTS TO FUND THE
FACILITIES; ESTABLISHING A PUBLIC HEARING TO
CONSIDER IMPOSITION OF THE PROPOSED SPECIAL
ASSESSMENTS AND THE METHOD OF THEIR COLLECTION;
ESTABLISHING PROCEDURES FOR NOTICE AND ADOPTION

OF ASSESSMENT ROLLS AND FOR CORRECTION OF ERRORS
AND OMISSIONS; DIRECTING THE PROVISION OF NOTICE IN
CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE
DATE.

TAB 12

13. RESOLUTION NUMBER NO. 09-07-05

A RESOLUTION OF THE KEY LARGO WASTEWATER
TREATMENT DISTRICT RELATING TO THE COMMITMENTS
REQUIRED TO BE MADE IN CONNECTION WITH A LOAN OF
FROM THE STATE REVOLVING FUND.

TAB 13

14. Rule Change Log #3

Article IX Fees & Charges, Section 9.01 Plan Review Fee (1)

TAB 14

15. Minutes of July 13 2005

TAB 15

16. Pending Payments List

TAB 16

17. Color Camera for Lateral Inspections

TAB 17

18. AutoCad Software

TAB 18

J. DISCUSSION ITEMS

19. Paperless Meetings

TAB 19

20. Preliminary Draft Operation Budget FY 2006

TAB 20

21. Rule Change Log #10

Article IX Fees And Charges, Section 9.01 System
Development Fee (SDC) (16)

TAB 21

22. Rule Log #12

Article 1 N/A New Section 1.14 Meeting Procedures

TAB 22

23. CPH Collection System Work Authorization

TAB 23

K. STATUS REPORTS

24. Monthly Report & Current Progress Maps of Projects

TAB 24

ITEMS OF ONGOING CONCERN

1. Procedures
2. Agency Coordination

L. ADJOURNMENT

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. /

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other: Presentation

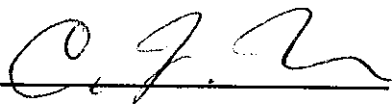
SUBJECT: Video

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date:

7-24-05



Originating Department: Chairman Brooks	Costs: Approximately \$ Funding Source: Acct.	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <u>C. J. Z.</u> <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Chairman Brooks placed this item on the agenda.
The video will take 10 to 15 minutes

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 2

☐ PUBLIC HEARING☐ RESOLUTION☐ DISCUSSION☐ BID/RFP AWARD☐ GENERAL APPROVAL OF ITEM☐ CONSENT AGENDA☒ Other: Round Table Discussion**SUBJECT:** Summary Discussion on Utility Rule Drafting/Modifications & Ultimately Approving**RECOMMENDED MOTION/ACTION:** Discussion**Approved by General Manager****Date:** 7-29-05

Originating Department: Chairman Brooks	Costs: Approximately \$ Funding Source: Acct.	Attachments:
Department Review: <input type="checkbox"/> District Counsel _____ <input type="checkbox"/> General Manager _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: This item has been placed on the Round Table heading by Chairman Brooks**Resulting Board Action:**☐ Approved☐ Tabled☐ Disapproved☐ Recommendation Revised

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 3

- ☐ PUBLIC HEARING ☐ RESOLUTION
☒ DISCUSSION ☐ BID/RFP AWARD
☐ GENERAL APPROVAL OF ITEM ☐ CONSENT AGENDA
☐ Other:

SUBJECT: Open Debate Policy

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager 

Date: 7-29-05

Originating Department: Commission Tobin	Costs: Approximately \$ Funding Source: Acct.	Attachments: Memo from Commissioner Tobin
Department Review: <input type="checkbox"/> District Counsel _____ <input type="checkbox"/> General Manager _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☒ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

OPEN DEBATE POLICY

Because Commissioners are precluded by Florida's Sunshine Law from discussions with fellow Commissioners outside of a public meeting; and because Commissioners benefit from open debate, and an exchange of ideas with fellow Commissioners; and because Commissioners sometimes require information from staff during a debate; and because the public benefits from open debate and an exchange of ideas;

Now Therefore, be it resolved:

During debate, Commissioners shall have the right to ask questions of staff and to engage in civil and courteous debate with fellow Commissioners.

Vote:

C. Brooks _____

G. Bauman _____

C. Bullock _____

G. Patton _____

A. Tobin _____

10/10/10

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 4

- ☐ PUBLIC HEARING ☐ RESOLUTION
☒ DISCUSSION ☐ BID/RFP AWARD
☐ GENERAL APPROVAL OF ITEM ☐ CONSENT AGENDA
☐ Other:

SUBJECT: Policy for passing matters of special importance

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date: 7-30-05

Originating Department: KLWTD Board	Costs: Approximately \$ Funding Source: Acct.	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____ Please initial one.

Summary Explanation/Background: On matters of special importance, including such items as rate setting, special assessments, long-term contracts, and large financial obligations, two affirmative votes at separate meetings shall be required unless four commissioners are satisfied an emergency or other good cause exists to forego the second vote. The Board requested this item to be placed on the Aug 3 agenda at the July 13 meeting.

Resulting Board Action:

☒ Approved

☐ Tabled

☐ Disapproved

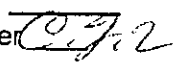
☐ Recommendation Revised

4/11/75

Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 5☐ PUBLIC HEARING☐ RESOLUTION☒ DISCUSSION☐ BID/RFP AWARD☐ GENERAL APPROVAL OF ITEM☐ CONSENT AGENDA☐ Other:SUBJECT: Policy for right to ask for limited researchRECOMMENDED MOTION/ACTION:Approved by General Manager Date: 7-29-05

Originating Department: KLWTD Board	Costs: Approximately \$ Funding Source: Acct.	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____: Please initial one.

Summary Explanation/Background: : Commissioners shall have the right to ask Staff (Manager, Clerk, Financial Officer, or Attorney) to conduct limited research and prepare materials on an issue without the knowledge or approval of the Board unless staff determines the request will be unduly disruptive or prohibitively expensive. In that case Staff shall comply with the request on a limited basis until such time as the Board decides whether resources should be devoted to an issue. The Board requested this item to be placed on the Aug 3 agenda at the July 13 meeting.

Resulting Board Action:☐ Approved☐ Tabled☐ Disapproved☐ Recommendation Revised

Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 6

- ☐ PUBLIC HEARING

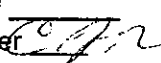
 ☐ RESOLUTION
☒ DISCUSSION

 ☐ BID/RFP AWARD
☐ GENERAL APPROVAL OF ITEM

 ☐ CONSENT AGENDA
☐ Other:

SUBJECT: Policy concerning consent agendaRECOMMENDED MOTION/ACTION:Approved by General Manager 

Date: 7-24-05

Originating Department: KLWTD Board	Costs: Approximately \$ Funding Source: Acct.	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: The Board would like to establish a policy concerning the consent agenda.

The Board requested this item to be placed on the Aug 3 agenda at the July 13 meeting.

Resulting Board Action:☐ Approved☐ Tabled☐ Disapproved☐ Recommendation Revised

1/10/1941

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 7

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Policy concerning employee performance reviews

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date: 8-1-05

Originating Department: General Manager	Costs: \$ Funding Source: Acct. #	Attachments: Performance reviews.
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Commissioner Bauman stated that there needs to be a performance review that covers the employee's strengths, weaknesses, and goals. Mr. Waits does a good job and he deserves the increase but there is still a need to have a performance review first. The public deserves to have a performance evaluation done on each of the District employees each year.

Commissioner Tobin would like the District to implement a performance review.

Commissioner Bullock concurs with Commissioner Bauman

The Board requested this item to be placed on the Aug. 3 agenda at the July 13 meeting.

The FKAA performance reviews are attached for the Boards review.

Resulting Board Action:

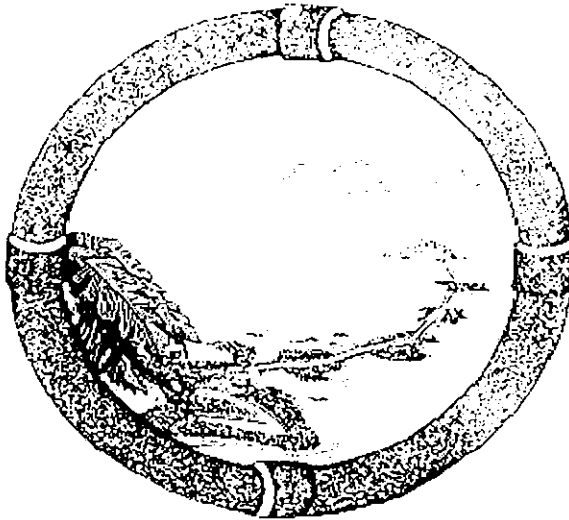
☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

FLORIDA KEYS AQUEDUCT AUTHORITY



MANAGERIAL EMPLOYEE

PERFORMANCE REVIEW

Employee Name (Last, First, MI) _____

Employee Number _____ Job Title _____

Division/Department _____

Type of Evaluation ☐ Annual ☐ Probationary

Period Covered by Evaluation: From _____ To _____

Supervisor's Name _____

(Please Print Clearly)

INSTRUCTIONS: Inside are a number of performance categories. After reviewing the documentation, check the rating that best fits the employee's performance. Comments are mandatory when you grade an employee either "needs improvement" or "exceeds expectations". Additional documentation may be attached if necessary.

1. **Initiative:** *Refers to the employee's ability to suggest and/or initiate usable and innovative new techniques, methods, procedures; the employee's resourcefulness and self reliance, the employee's ability to stimulate others to think and work.*

☐ Exceeds Expectations: Actions and attitudes have a positive influence upon productivity of fellow workers. Takes initiative in self-improvement and takes positive action on suggestions from others.

☐ Meets Expectations: Exhibits initiative, is resourceful, completes supplementary work as requested.

☐ Needs Improvement: Lacks initiative, avoids volunteering or taking on assignments that are unfamiliar/risky. Lacks regularity in production.

Comments: _____

2. **Quantity of Work:** *Concerns the volume of work which is accomplished by the employee and the difficulty of the work done; reference should be made to specific standards for quantity of work (where established) or to reasonable measures of productivity where special standards do not exist.*

☐ Exceeds Expectations: Work volume usually exceeds the established standards. Adjusts to varying pressure with little difficulty.

☐ Meets Expectations: Work volume meets requirements, reports and/or assignments are completed in compliance with deadlines; varying pressures and changes in system or procedural applications have minimal effect on the employee.

☐ Needs Improvement: Work volume falls short of the minimum expectations. Cannot adjust to normal varying pressures.

Comments: _____

3. **Quality of Work:** *Pertains to the degree of excellence of the work performed including the degree of accuracy, neatness, completeness, thoroughness, carefulness, workmanship and craftsmanship.*

☐ Exceeds Expectations: Makes very few errors; maintains an above average quality of work. Work rarely shows signs of carelessness.

☐ Meets Expectations: Quality of work is good, makes few errors. Demonstrates personal regard for work product.

☐ Needs Improvement: Quality of work falls short of normal expectations. Fails to maintain a satisfactory level of work. Work frequently shows signs of carelessness.

Comments: _____

4. **Directing/Leadership:** *The ability to set an example for others to follow; motivates and inspires subordinates to greater levels of achievement; sets realistic and challenging goals for self and others; commands the respect and support of subordinates; and continued development of own abilities in order to keep abreast of the field.*

☐ Exceeds Expectations: Consistently provides an excellent example for other to follow; involves subordinates in setting challenging goals; stimulates others to contribute new ideas; delegates effectively; enjoys the respect of subordinates; maintains own knowledge current with the field.

☐ Meets Expectations: Good at planning and organizing the work load. Usually does a good job at delegation and follow through. Staff usually gets the job done properly and on time.

☐ Needs Improvement: Overly cautious in setting goals; goals are frequently not challenging; delegates either excessively or not at all; morale is low; knowledge of field is out of date.

Comments: _____

5. **Dependability & Work Habits:** *Refers to employee's reliability and attention to work, even with little or no supervision; for instance, the employee's completion of assigned tasks properly and in a timely manner. Also refers to the employee's observance of rules, regulations, procedures, methods and instructions, the employee's organization of work and use of working time.*

☐ Exceeds Expectations: Exhibits high degree of dependability. Requires little supervision. Performs work in an accountable manner. Demonstrates proficiency in handling all aspects of the job. Organizes time well, makes good use of time available. Assists others as needed.

☐ Meets Expectations: Dependable and completes assignments. Requires minimal supervision. Performs all aspects of the position. Utilizes the work hours in an efficient manner.

☐ Needs Improvement: Demonstrates signs of lack of dependence, frequently requires assistance and/or regular supervision in completing assignments. Falls behind expected work flow requirements. Frequently avoids working on assignments and tasks; makes excuses. Abuses time allotted for performance of job duties.

Comments: _____

6. **Judgement/Problem Solving:** *Ability to identify problem conditions, secure required data, and reach logical and effective conclusions on a timely basis; degree of understanding or organizational constraints in taking corrective action; ability to accommodate new information in the problem solving process.*

☐ Exceeds Expectations: Excellent ability to organize and correctly interpret information regarding a problem; anticipates or takes action in the earliest stages of problem development; understands and takes into account the long range implications of decisions; recommended solutions are innovative, almost always accepted and usually successful.

☐ Meets Expectations: Able to organize and correctly interpret information relevant to a problem; recognizes problems and initiates action in the early stages of problem development; anticipates some broader and/or long-range implications of decisions; recommended solutions are sound, occasionally innovative, and are usually accepted and successful.

☐ Needs Improvement: Problem solving ability satisfactory only within a narrow specialty area; requires considerable supervisory assistance outside this area; not fully cognizant of the larger implications of decisions; marked tendency to defer decisions or refer to own supervisor.

Comments: _____

7. **Budget Management:** *Maintaining the efficiency of operations as expressed in terms of cost-effectiveness; preparing budgets that are complete and properly documented on a timely basis; keeping expenditures within budget amounts; and, taking appropriate corrective actions when unexpected budget problems develop.*

☐ Exceeds Expectations: Operates efficiently near the lowest possible cost; stays within budget and frequently is able to save money by more economical procedures; staff deployment pattern optimized for maximum efficiency.

☐ Meets Expectations: Operates near lowest possible cost; stays within budget and is occasionally able to save money; staffing pattern indicates concern for efficiency.

Needs Improvement: Usually fails to operate within budget, necessitating extensive budget revision and/or additional funds; results achieved insufficient for funds expended; overstaffed or available personnel not properly deployed to match workload.

Comments: _____

8. **Job Knowledge/Specific:** *Refers to knowledge (e.g. technical, procedural, policy or other) an employee should have to perform well and to handle even unusual and complex aspects of the job.*
- ☐ Exceeds Expectations: Demonstrates thorough knowledge of his/her job, demonstrates confidence and a high degree of proficiency in the performance of unusual and complex aspects of the job. Takes initiative in learning new skills, completes tasks in most effective manner.
 - ☐ Meets Expectations: Demonstrates adequate knowledge of his/her job, is able to perform all task of the position at an acceptable level, diligent in personal commitment to accomplish unusual and complex aspects of the job.
 - ☐ Needs Improvement: Has difficulty in performing duties of the job in an effective and efficient manner; requires re-instruction in the procedures necessary to performance job duties. Lacks confidence in performing complex aspects of the job.

Comments: _____

9. **Interpersonal Skills:** *Ability to establish and maintain effective working relationships with subordinates, superiors, peers and the public; ability to give and accept constructive criticism; and ability to influence rather than instruct subordinates.*
- ☐ Exceeds Expectations: Maintains highly effective working relationships with others; viewed as very cooperative; accepts criticism in a positive way; influences others through sincerity and conviction rather than depending on authority; confronts conflict and resolves through effective problem solving.
 - ☐ Meets Expectations: Maintains effective working relationships with most people; seen as generally cooperative; usually takes criticism positively; uses authority sparingly, preferring to influence rather than instruct; usually willing to deal with conflict through sound problem solving.
 - ☐ Needs Improvement: Has few effective working relationships; generally seen as uncooperative; frequently reacts negatively to constructive criticism; uses authority rather than influencing skills; delays intervention into conflict situations, allowing those involved to come to a resolution.

Comments: _____

10. **Personal Qualities:** *Refers to the employee's attributes which contribute to the successful performance of their job and public/co-worker presentation (i.e.: attitude, employee relations, self control, cooperativeness, integrity and sensitivity towards co-workers).*
- ☐ Exceeds Expectations: Demonstrates integrity and sincerity in dealing with Supervisors, Co-workers and the public. Evaluates information and the source of the information. Work product is neat. Personal appearance exceeds requirements for the position.
 - ☐ Meets Expectations: Accepts direction and works well with Supervisors, Co-workers and the public. Utilizes available information in the performance of the job duties. Work product meets expectations. Personal appearance meets expectations as required for the position.
 - ☐ Needs Improvement: Fails to accept direction, questions supervision, policies and authority. Promotes conflict by giving credence to rumors, initiates negative conversations, seeks to initiate or contribute to problems. Work does not meet expectations. Personal appearance is improper and fails to meet expectations as required for the position.

Comments: _____

11. **Communication (Written and Verbal):** *Ability to select, organize and present information effectively, either verbally or in writing; ability to make and support a point or conclusion; ability to actively listen to others; and, ability to communicate to a variety of affected groups.*

- ☐ Exceeds Expectations: Written communications are clear, logical and grammatically correct; complex ideas are presented in clearly understandable terms; only minor changes are required in reports; speech is clear, well organized and readily understandable; uses proper business English; communicates in understandable terms; listens actively.
- ☐ Meets Expectations: Written communications are clear and grammatically correct; most complex ideas are presented in clearly understandable terms; written reports are good with only minor changes required; speaks clearly and easy to understand.
- ☐ Needs Improvement: Written communications routinely show defects in basics such as grammar and spelling; has difficulty expressing complex ideas; reports usually require moderate revision; some difficulty in expressing self; poor listening skills.

Comments: _____

12. **Employee Development:** *Providing accurate feedback to subordinates regarding strengths and developmental needs; and, providing growth and development opportunities to same through a combination of work assignments, in-service training and outside developmental programs and experiences. Physically meets periodically with all levels of staff for review of operations system wide.*

- ☐ Exceeds Expectations: Skilled in providing constructive feedback, able to explain deficiencies so that subordinates are motivated to improve; regularly initiates feedback discussions; provides recognition to good performers; involves subordinates in determining developmental plans; make developmental opportunities equally available to all subordinates.
- ☐ Meets Expectations: Provides feedback to subordinates so that those with deficiencies accept the need for improvement and good performers feel appreciated; tries to provide periodic feedback to subordinates; encourages subordinates to participate in developmental planning; allows all subordinates an opportunity to pursue development.
- ☐ Needs Improvement: Infrequently initiates feedback regarding subordinate deficiencies; positive developmental discussions are almost always initiated by subordinates; subordinates have only a general, possibly erroneous, understanding of where they stand; may comment on developmental plans submitted by subordinates but makes few major contributions.

Comments: _____

13. **Planning/Organizational Skills:** *The ability to plan ahead and set realistic goals, objectives and priorities; anticipate possible problems; commit activities to a realistic but challenging schedule, and the ability to anticipate problems and future conditions.*

- ☐ Exceeds Expectations: Plans are based on thorough analysis of available data; retain flexibility for including new facts or responding to changed conditions; clear and logical priorities; activities complimentary to larger organizational objectives; problems are anticipated; objectives are realistic.
- ☐ Meets Expectations: Ability exceeds requirements of present job; considers larger organizational interests; generally anticipates conditions that may develop or change; priorities clearly stated; goals and objectives realistic.
- ☐ Needs Improvement: Effective at planning only on a short-term basis; plans inefficient, usually require extensive revision due to unanticipated developments; limited understanding of the relationship between own organization and larger organizational objectives.

Comments: _____

Point Elements

Ex) Expectations (EE) = 5 points Meets Expectations (ME) = 4 - 3 points Needs Improvement (NI) = 2 - 1 point

FACTOR TITLES:	RANKING:	POINT ELEMENT:
Initiative	_____	_____
Quantity of Work	_____	_____
Quality of Work	_____	_____
Directing/Leadership	_____	_____
Dependability & Work Habits	_____	_____
Judgement/Problem Solving	_____	_____
Budget Management	_____	_____
Job Knowledge	_____	_____
Interpersonal Skills	_____	_____
Personal Qualities	_____	_____
Communication	_____	_____
Employee Development	_____	_____
Planning/Organizational Skills	_____	_____
 TOTAL SCORE		 _____

OVERALL RANKING BASED ON TOTAL SCORE:

Exceeds Expectations..... 59 - 65 points
Meets Expectations..... 39 - 58 points
Fails to Meet Expectations..... 1 - 38 points

If the employee receives an overall ranking of "Fails to Meet Expectations", the Immediate Supervisor must identify the specific areas in which the employee must improve for the Reassessment Evaluation:

Immediate Supervisor's Comments: _____

Immediate Supervisor's Signature Date

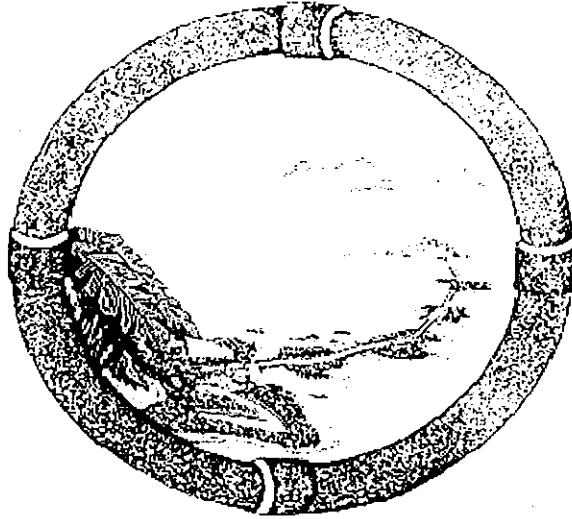
Employee's Acknowledgment: I understand that it is my right, if I so wish, to enter comments on this form or to submit a written statement regarding this evaluation within two (2) days after receipt. I have read this evaluation of my work and have discussed it with my supervisor.

Employee's Comments: _____

Employee's Signature Date Immediate Supervisor's Signature Date

Department Director's Signature Date Executive Director's Signature Date

FLORIDA KEYS AQUEDUCT AUTHORITY



MANAGERIAL EMPLOYEE

PERFORMANCE REVIEW

Employee Name (Last, First, MI) _____

Employee Number _____ Job Title _____

Division/Department _____

Type of Evaluation ☐ Annual ☐ Probationary

Period Covered by Evaluation: From _____ To _____

Supervisor's Name _____

(Please Print Clearly)

INSTRUCTIONS: Inside are a number of performance categories. After reviewing the documentation, check the rating that best fits the employee's performance. Comments are mandatory when you grade an employee either "needs improvement" or "exceeds expectations". Additional documentation may be attached if necessary.

1. **Initiative:** *Refers to the employee's ability to suggest and/or initiate usable and innovative new techniques, methods, procedures; the employee's resourcefulness and self reliance, the employee's ability to stimulate others to think and work.*
- ☐ Exceeds Expectations: Actions and attitudes have a positive influence upon productivity of fellow workers. Takes initiative in self-improvement and takes positive action on suggestions from others.
 - ☐ Meets Expectations: Exhibits initiative, is resourceful, completes supplementary work as requested.
 - ☐ Needs Improvement: Lacks initiative, avoids volunteering or taking on assignments that are unfamiliar/risky. Lacks regularity in production.

Comments: _____

2. **Quantity of Work:** *Concerns the volume of work which is accomplished by the employee and the difficulty of the work done; reference should be made to specific standards for quantity of work (where established) or to reasonable measures of productivity where special standards do not exist.*
- ☐ Exceeds Expectations: Work volume usually exceeds the established standards. Adjusts to varying pressure with little difficulty.
 - ☐ Meets Expectations: Work volume meets requirements, reports and/or assignments are completed in compliance with deadlines; varying pressures and changes in system or procedural applications have minimal effect on the employee.
 - ☐ Needs Improvement: Work volume falls short of the minimum expectations. Cannot adjust to normal varying pressures.

Comments: _____

3. **Quality of Work:** *Pertains to the degree of excellence of the work performed including the degree of accuracy, neatness, completeness, thoroughness, carefulness, workmanship and craftsmanship.*
- ☐ Exceeds Expectations: Makes very few errors; maintains an above average quality of work. Work rarely shows signs of carelessness.
 - ☐ Meets Expectations: Quality of work is good, makes few errors. Demonstrates personal regard for work product.
 - ☐ Needs Improvement: Quality of work falls short of normal expectations. Fails to maintain a satisfactory level of work. Work frequently shows signs of carelessness.

Comments: _____

4. **Directing/Leadership:** *The ability to set an example for others to follow; motivates and inspires subordinates to greater levels of achievement; sets realistic and challenging goals for self and others; commands the respect and support of subordinates; and continued development of own abilities in order to keep abreast of the field.*
- ☐ Exceeds Expectations: Consistently provides an excellent example for other to follow; involves subordinates in setting challenging goals; stimulates others to contribute new ideas; delegates effectively; enjoys the respect of subordinates; maintains own knowledge current with the field.
Meets Expectations: Good at planning and organizing the work load. Usually does a good job at delegation and follow through. Staff usually gets the job done properly and on time.
 - ☐ Needs Improvement: Overly cautious in setting goals; goals are frequently not challenging; delegates either excessively or not at all; morale is low; knowledge of field is out of date.

Comments: _____

5. **Dependability & Work Habits:** *Refers to employee's reliability and attention to work, even with little or no supervision; for instance, the employee's completion of assigned tasks properly and in a timely manner. Also refers to the employee's observance of rules, regulations, procedures, methods and instructions, the employee's organization of work and use of working time.*

- ☐ Exceeds Expectations: Exhibits high degree of dependability. Requires little supervision. Performs work in an accountable manner. Demonstrates proficiency in handling all aspects of the job. Organizes time well, makes good use of time available. Assists others as needed.
- ☐ Meets Expectations: Dependable and completes assignments. Requires minimal supervision. Performs all aspects of the position. Utilizes the work hours in an efficient manner.
- ☐ Needs Improvement: Demonstrates signs of lack of dependence, frequently requires assistance and/or regular supervision in completing assignments. Falls behind expected work flow requirements. Frequently avoids working on assignments and tasks; makes excuses. Abuses time allotted for performance of job duties.

Comments: _____

6. **Judgement/Problem Solving:** *Ability to identify problem conditions, secure required data, and reach logical and effective conclusions on a timely basis; degree of understanding or organizational constraints in taking corrective action; ability to accommodate new information in the problem solving process.*

- ☐ Exceeds Expectations: Excellent ability to organize and correctly interpret information regarding a problem; anticipates or takes action in the earliest stages of problem development; understands and takes into account the long range implications of decisions; recommended solutions are innovative, almost always accepted and usually successful.
- ☐ Meets Expectations: Able to organize and correctly interpret information relevant to a problem; recognizes problems and initiates action in the early stages of problem development; anticipates some broader and/or long-range implications of decisions; recommended solutions are sound, occasionally innovative, and are usually accepted and successful.
- ☐ Needs Improvement: Problem solving ability satisfactory only within a narrow specialty area; requires considerable supervisory assistance outside this area; not fully cognizant of the larger implications of decisions; marked tendency to defer decisions or refer to own supervisor.

Comments: _____

7. **Budget Management:** *Maintaining the efficiency of operations as expressed in terms of cost-effectiveness; preparing budgets that are complete and properly documented on a timely basis; keeping expenditures within budget amounts; and, taking appropriate corrective actions when unexpected budget problems develop.*

- ☐ Exceeds Expectations: Operates efficiently near the lowest possible cost; stays within budget and frequently is able to save money by more economical procedures; staff deployment pattern optimized for maximum efficiency.
- ☐ Meets Expectations: Operates near lowest possible cost; stays within budget and is occasionally able to save money; staffing pattern indicates concern for efficiency.
- ☐ Needs Improvement: Usually fails to operate within budget, necessitating extensive budget revision and/or additional funds; results achieved insufficient for funds expended; overstaffed or available personnel not properly deployed to match workload.

Comments: _____

8. **Job Knowledge/Specific:** *Refers to knowledge (e.g. technical, procedural, policy or other) an employee should have to perform well and to handle even unusual and complex aspects of the job.*

- ☐ Exceeds Expectations: Demonstrates thorough knowledge of his/her job, demonstrates confidence and a high degree of proficiency in the performance of unusual and complex aspects of the job. Takes initiative in learning new skills, completes tasks in most effective manner.
- ☐ Meets Expectations: Demonstrates adequate knowledge of his/her job, is able to perform all task of the position at an acceptable level, diligent in personal commitment to accomplish unusual and complex aspects of the job.
- ☐ Needs Improvement: Has difficulty in performing duties of the job in an effective and efficient manner; requires re-instruction in the procedures necessary to performance job duties. Lacks confidence in performing complex aspects of the job.

Comments: _____

9. **Interpersonal Skills:** *Ability to establish and maintain effective working relationships with subordinates, superiors, peers and the public; ability to give and accept constructive criticism; and ability to influence rather than instruct subordinates.*

- ☐ Exceeds Expectations: Maintains highly effective working relationships with others; viewed as very cooperative; accepts criticism in a positive way; influences others through sincerity and conviction rather than depending on authority; confronts conflict and resolves through effective problem solving.
- ☐ Meets Expectations: Maintains effective working relationships with most people; seen as generally cooperative; usually takes criticism positively; uses authority sparingly, preferring to influence rather than instruct; usually willing to deal with conflict through sound problem solving.
- ☐ Needs Improvement: Has few effective working relationships; generally seen as uncooperative; frequently reacts negatively to constructive criticism; uses authority rather than influencing skills; delays intervention into conflict situations, allowing those involved to come to a resolution.

Comments: _____

10. **Personal Qualities:** *Refers to the employee's attributes which contribute to the successful performance of their job and public/co-worker presentation (i.e.: attitude, employee relations, self control, cooperativeness, integrity and sensitivity towards co-workers).*

- ☐ Exceeds Expectations: Demonstrates integrity and sincerity in dealing with Supervisors, Co-workers and the public. Evaluates information and the source of the information. Work product is neat. Personal appearance exceeds requirements for the position.
- ☐ Meets Expectations: Accepts direction and works well with Supervisors, Co-workers and the public. Utilizes available information in the performance of the job duties. Work product meets expectations. Personal appearance meets expectations as required for the position.
- Needs Improvement: Fails to accept direction, questions supervision, policies and authority. Promotes conflict by giving credence to rumors, initiates negative conversations, seeks to initiate or contribute to problems. Work does not meet expectations. Personal appearance is improper and fails to meet expectations as required for the position.

Comments: _____

11. **Communication (Written and Verbal):** *Ability to select, organize and present information effectively, either verbally or in writing; ability to make and support a point or conclusion; ability to actively listen to others; and, ability to communicate to a variety of affected groups.*

- ☐ Exceeds Expectations: Written communications are clear, logical and grammatically correct; complex ideas are presented in clearly understandable terms; only minor changes are required in reports; speech is clear, well organized and readily understandable; uses proper business English; communicates in understandable terms; listens actively.
- ☐ Meets Expectations: Written communications are clear and grammatically correct; most complex ideas are presented in clearly understandable terms; written reports are good with only minor changes required; speaks clearly and easy to understand.
- ☐ Needs Improvement: Written communications routinely show defects in basics such as grammar and spelling; has difficulty expressing complex ideas; reports usually require moderate revision; some difficulty in expressing self; poor listening skills.

Comments: _____

12. **Employee Development:** *Providing accurate feedback to subordinates regarding strengths and developmental needs; and, providing growth and development opportunities to same through a combination of work assignments, in-service training and outside developmental programs and experiences. Physically meets periodically with all levels of staff for review of operations system wide.*

- ☐ Exceeds Expectations: Skilled in providing constructive feedback, able to explain deficiencies so that subordinates are motivated to improve; regularly initiates feedback discussions; provides recognition to good performers; involves subordinates in determining developmental plans; make developmental opportunities equally available to all subordinates.
- ☐ Meets Expectations: Provides feedback to subordinates so that those with deficiencies accept the need for improvement and good performers feel appreciated; tries to provide periodic feedback to subordinates; encourages subordinates to participate in developmental planning; allows all subordinates an opportunity to pursue development.
- ☐ Needs Improvement: Infrequently initiates feedback regarding subordinate deficiencies; positive developmental discussions are almost always initiated by subordinates; subordinates have only a general, possibly erroneous, understanding of where they stand; may comment on developmental plans submitted by subordinates but makes few major contributions.

Comments: _____

13. **Planning/Organizational Skills:** *The ability to plan ahead and set realistic goals, objectives and priorities; anticipate possible problems; commit activities to a realistic but challenging schedule, and the ability to anticipate problems and future conditions.*

- ☐ Exceeds Expectations: Plans are based on thorough analysis of available data; retain flexibility for including new facts or responding to changed conditions; clear and logical priorities; activities complimentary to larger organizational objectives; problems are anticipated; objectives are realistic.
- ☐ Meets Expectations: Ability exceeds requirements of present job; considers larger organizational interests; generally anticipates conditions that may develop or change; priorities clearly stated; goals and objectives realistic.
- ☐ Needs Improvement: Effective at planning only on a short-term basis; plans inefficient, usually require extensive revision due to unanticipated developments; limited understanding of the relationship between own organization and larger organizational objectives.

Comments: _____

Point Elements

Exceeds Expectations (EE) = 5 points

Meets Expectations (ME) = 4 - 3 points

Needs Improvement (NI) = 2 - 1 point

FACTOR TITLES:

RANKING:

POINT ELEMENT:

Initiative
Quantity of Work
Quality of Work
Directing/Leadership
Dependability & Work Habits
Judgement/Problem Solving
Budget Management
Job Knowledge
Interpersonal Skills
Personal Qualities
Communication
Employee Development
Planning/Organizational Skills

TOTAL SCORE

OVERALL RANKING BASED ON TOTAL SCORE:

Exceeds Expectations..... 59 - 65 points

Meets Expectations..... 39 - 58 points

Fails to Meet Expectations..... 1 - 38 points

If the employee receives an overall ranking of "Fails to Meet Expectations", the Immediate Supervisor must identify the specific areas in which the employee must improve for the Reassessment Evaluation:

Immediate Supervisor's Comments:

Immediate Supervisor's Signature

Date

Employee's Acknowledgment: I understand that it is my right, if I so wish, to enter comments on this form or to submit a written statement regarding this evaluation within two (2) days after receipt. I have read this evaluation of my work and have discussed it with my supervisor.

Employee's Comments:

Employee's Signature

Date

Immediate Supervisor's Signature

Date

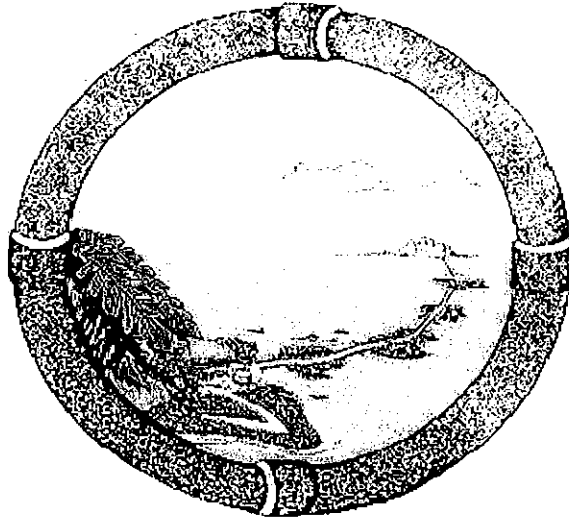
Department Director's Signature

Date

Executive Director's Signature

Date

FLORIDA KEYS AQUEDUCT AUTHORITY



NON-BARGAINING, NON-SUPERVISORY EMPLOYEE

PERFORMANCE REVIEW

Employee Name (Last, First, MI) _____

Employee Number _____ Job Title _____

Division/Department _____

Type of Evaluation ☐ Annual ☐ Probationary

Period Covered by Evaluation: From _____ To _____

Supervisor's Name _____

(Please Print Clearly)

INSTRUCTIONS: Inside are a number of performance categories. After reviewing the documentation, check the rating that best fits the employee's performance. Comments are mandatory when you grade an employee either "needs improvement" or "exceeds expectations". Additional documentation may be attached if necessary.

1. **Initiative:** *Refers to the employee's ability to suggest and/or initiate usable and innovative new techniques, methods, procedures; the employee's resourcefulness and self reliance, the employee's ability to stimulate others to think and work.*
- ☐ Exceeds Expectations: Actions and attitudes have a positive influence upon productivity of fellow workers. Takes initiative in self-improvement and takes positive action on suggestions from others.
 - ☐ Meets Expectations: Exhibits initiative, is resourceful, completes supplementary work as requested.
 - ☐ Needs Improvement: Lacks initiative, avoids volunteering or taking on assignments that are unfamiliar/risky. Lacks regularity in production.

Comments: _____

2. **Quantity of Work:** *Concerns the volume of work which is accomplished by the employee and the difficulty of the work done; reference should be made to specific standards for quantity of work (where established) or to reasonable measures of productivity where special standards do not exist.*
- ☐ Exceeds Expectations: Work volume usually exceeds the established standards. Adjusts to varying pressure with little difficulty.
 - ☐ Meets Expectations: Work volume meets requirements, reports and/or assignments are completed in compliance with deadlines; varying pressures and changes in system or procedural applications have minimal effect on the employee.
 - ☐ Needs Improvement: Work volume falls short of the minimum expectations. Cannot adjust to normal varying pressures.

Comments: _____

3. **Quality of Work:** *Pertains to the degree of excellence of the work performed including the degree of accuracy, neatness, completeness, thoroughness, carefulness, workmanship and craftsmanship.*
- ☐ Exceeds Expectations: Makes very few errors; maintains an above average quality of work. Work rarely shows signs of carelessness.
 - ☐ Meets Expectations: Quality of work is good, makes few errors. Demonstrates personal regard for work product.
 - ☐ Needs Improvement: Quality of work falls short of normal expectations. Fails to maintain a satisfactory level of work. Work frequently shows signs of carelessness.

Comments: _____

4. **Attendance:** *Pertains to employee's leave record and employee's conscientiousness in following proper reporting procedures, concerned with such items as excessive sick leave or absences without leave, etc.*
- ☐ Exceeds Expectations: Excels in attendance. Conforms to scheduled work hours, rarely extends lunch hours or breaks.
 - ☐ Meets Expectations: Meets expectations for attendance, utilizes leave as intended. Conforms to scheduled work hours, seldom extends lunch hours or breaks.
 - ☐ Needs Improvement: Irregular attendance and/or punctuality, abuses leave or utilizes leave to avoid stressful/demanding work periods. Negligent of scheduled work hours, often extends lunch hours or breaks.

Comments: _____

5. **Dependability & Work Habits:** *Refers to employee's reliability and attention to work, even with little or no supervision; for instance, the employee's completion of assigned tasks properly and in a timely manner. Also refers to the employee's observance of rules, regulations, procedures, methods and instructions, the employee's organization of work and use of working time.*

- ☐ Exceeds Expectations: Exhibits high degree of dependability. Requires little supervision. Performs work in an accountable manner. Demonstrates proficiency in handling all aspects of the job. Organizes time well, makes good use of time available. Assists others as needed.
- ☐ Meets Expectations: Dependable and completes assignments. Requires minimal supervision. Performs all aspects of the position. Utilizes the work hours in an efficient manner.
- ☐ Needs Improvement: Demonstrates signs of lack of dependence, frequently requires assistance and/or regular supervision in completing assignments. Falls behind expected work flow requirements. Frequently avoids working on assignments and tasks; makes excuses. Abuses time allotted for performance of job duties.

Comments: _____

6. **Judgement & Adaptability:** *Refers to the ability of the employee to think logically, to evaluate available choices and to make carefully thought-out practical decisions. Includes an employee's flexibility to meet new situations with confidence, to adjust to new assignments and/or methods readily and without difficulty.*

- ☐ Exceeds Expectations: Demonstrates sound judgement in the performance of his/her job. Offers input and/or constructive criticism in a tactful manner. Adapts well to changing situations. Accepts new assignments and/or methods with little difficulty.
- ☐ Meets Expectations: Accepts directions, instruction and authority. Requests additional information/direction only on the most complex assignments/tasks.
- ☐ Needs Improvement: Demonstrates lapses in judgement which make continued satisfactory performance improbable. Work must constantly be reviewed and checked. Has difficulty in following directions and instructions. Requires significant assistance in new assignments/tasks.

Comments: _____

7. **Safety:** *Concerns the personal safety habits of the employee; the employee's regard for safe working practices, for care of tools, machines, equipment, property, etc. The employee's observance of safety rules, regulations and procedures.*

- ☐ Exceeds Expectations: Demonstrate conscious awareness and is pro-active in following safety policies and procedures in the performance of his/her job duties.
- ☐ Meets Expectations: Complies with established safety policies and procedures in the performance of his/her duties.
- ☐ Needs Improvement: Works with careless disregard of established safety policies and procedures.

Comments: _____

8. **Job Knowledge/Specific:** *Refers to knowledge (e.g. technical, procedural, policy or other) an employee should have to perform well and to handle even unusual and complex aspects of the job.*

Exceeds Expectations: Demonstrates thorough knowledge of his/her job, demonstrates confidence and a high degree of proficiency in the performance of unusual and complex aspects of the job. Takes initiative in learning new skills, completes tasks in most effective manner.

- ☐ Meets Expectations: Demonstrates adequate knowledge of his/her job, is able to perform all task of the position at an acceptable level, diligent in personal commitment to accomplish unusual and complex aspects of the job.
- ☐ Needs Improvement: Has difficulty in performing duties of the job in an effective and efficient manner; requires re-instruction in the procedures necessary to performance job duties. Lacks confidence in performing complex aspects of the job.

Comments: _____

9. **Interpersonal Relations:** *Pertains to employee's willingness to develop a positive working relationship with fellow employees; to work as a team; to be cooperative, helpful and polite to the public, and fellow employees; to project a positive image of the Authority through the employee's manner toward others.*

- ☐ Exceeds Expectations: Exhibits cooperative spirit, works well as a member of the team. Gets along well with other employees and the public; respected by his/her co-workers.

- ☐ Meets Expectations: Attitude towards work demonstrates interest in job and support of the organization. Demonstrates a positive attitude towards supervisors, co-workers and the public; respectful, courteous, exhibits good self control and cooperation.

- ☐ Needs Improvement: Attitude demonstrates lack of interest in job, frequently criticizes or complains about work conditions/assignments/fellow employees. Noticeable difficulty in getting along with supervisors, co-workers and the public.

Comments: _____

10. **Personal Qualities:** *Refers to the employee's attributes which contribute to the successful performance of their job and public/co-worker presentation (i.e. attitude, employee relations, self control, cooperativeness, integrity and sensitivity towards co-workers).*

- ☐ Exceeds Expectations: Demonstrates integrity and sincerity in dealing with Supervisors, Co-workers and the public. Evaluates information and the source of the information. Work product is neat. Personal appearance exceeds requirements for the position.

- ☐ Meets Expectations: Accepts direction and works well with Supervisors, Co-workers and the public. Utilizes available information in the performance of the job duties. Work product meets expectations. Personal appearance meets expectations as required for the position.

- Needs Improvement: Fails to accept direction, questions supervision, policies and authority. Promotes conflict by giving credence to rumors, initiates negative conversations, seeks to initiate or contribute to problems. Work does not meet expectations. Personal appearance is improper and fails to meet expectations as required for the position.

Comments: _____

Point Elements

Exceeds Expectations (EE) = 5 points

Meets Expectations (ME) = 4 - 3 points

Needs Improvement (NI) = 2 - 1 point

FACTOR TITLES:

RANKING:

POINT ELEMENT:

Initiative

Quantity of Work

Quality of Work

Attendance

Dependability & Work Habits

Judgement and Adaptability

Safety

Job Knowledge

Interpersonal Relations

Personal Qualities

TOTAL SCORE

OVERALL RANKING BASED ON TOTAL SCORE:

Exceeds Expectations 46 - 50 points

Meets Expectations..... 30 - 45 points

Fails to Meet Expectations..... 1 - 29 points

If the employee receives an overall ranking of "Fails to Meet Expectations", the Immediate Supervisor must identify the specific areas in which the employee must improve for the Reassessment Evaluation:

Immediate Supervisor's Comments: _____

Immediate Supervisor's Signature

Date

Employee's Acknowledgment: I understand that it is my right, if I so wish, to enter comments on this form or to submit a written statement regarding this evaluation within two (2) days after receipt. I have read this evaluation of my work and have discussed it with my supervisor.

Employee's Comments: _____

Employee's Signature

Date

Immediate Supervisor's Signature

Date

Department Director's Signature

Date

Executive Director's Signature

Date

10/11/11 (0)
10/11/11 (0)

Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 8

☐ PUBLIC HEARING☐ RESOLUTION☒ DISCUSSION☐ BID/RFP AWARD☐ GENERAL APPROVAL OF ITEM☐ CONSENT AGENDA☐ Other:**SUBJECT:** Policy concerning placement of items on the agenda**RECOMMENDED MOTION/ACTION:****Approved by General Manager****Date:** 7-29-05

Originating Department: KLWTD Board	Costs: Approximately \$ Funding Source: Acct.	Attachments:
Department Review: <input type="checkbox"/> District Counsel _____ <input type="checkbox"/> General Manager _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Commissioner Tobin then suggested that an item concerning how Commissioners should get an action item on the agenda be on the August third agenda. The item should have at least two votes during discussion to be placed on the agenda for action.

The Board requested this item to be placed on the Aug 3 agenda at the July 13 meeting.

Resulting Board Action:☒ Approved☐ Tabled☐ Disapproved☐ Recommendation Revised

TAB 9

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 9

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Resolution No. 07-07-05

RECOMMENDED MOTION/ACTION:

Approved by General Manager

Date: 7-29-05

Originating Department: Chairman Brooks	Costs: Approximately \$ Funding Source: Acct.	Attachments: Resolution No. 07-07-05
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Chairman Brooks placed this item on the agenda.

Resulting Board Action:

☒ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RELATING TO THE SELECTING AND APPROVING OF THE SPECIFIC VERSION OF ROBERT RULES OF ORDER NEWLY REVISED (RONR). SPECIFYING RONR WILL BE USED FOR REFERENCE AND GUIDANCE IN THE ORDERLY PROCEEDINGS OF THE KLWTD BOARD OF COMMISSIONERS.

Whereas The Board of KLWTD Commissioners on November 19, 2002 resolved That Robert's Rules of Order shall govern to the parliamentary procedures of the KLWTD Board henceforth.

Whereas The KLWTD Board Of Commissioners to this date has not established which copy/version of Robert's rules of order will be use to govern the KLWTD.

Whereas The definition of RONR means "Robert's Rules of Order Newly Revised ".

Whereas The rules within the RONR makeup the most widely accepted guide to fair and orderly meetings. They are applicable within the framework of any political belief and within the structure of any club, organization, or meeting that must transact business.

Whereas The public widely accepts and expects Robert's Rules of Order as the standard procedure for public bodies and is entitled to a to a familiar environment in which they wish to participate and deliberate.

Whereas When the public encounters vastly different rules of order between various bodies of government and/or organizations. the public may very well be dissuaded from participation and most particularly confused as to how their public business is being transacted.

Whereas Some KLWTD Commissioners have previously expressed during Board meetings the KLWTD Board should transact act business in an informal manner. RONR dissenting commissioners have expressed desires not to have any Robert's Rules Of Order.

Whereas Many Board discussions have ensued in the past to 2 -- 1/2 years of public meetings regarding rules and procedures. The Board has even spent great sums of money on consultants regarding the same and even received published outlines for rules and procedures. But to date no board action has taken place to address amend or change the adopted rules and procedures issues. (RONR 11-19-2002)

Whereas The presently sitting chairman (07/27/05) being present at the meeting as a member of the board on November 19, 2005 when the KLWTD Board unanimously adopted Robert's Rules of Order has conducted himself according to RONR and has attempted as present chairman to preside during board meetings using the Board approved parliamentary procedures there in.

Whereas Certain members of the KLWTD Board have continued to dissent on their own vote in accepting RONR on November 19, 2002. The dissenting commissioners with their

disruptive, dilatory and non-germane dialogue have caused ambiguity, ambivalence and confusion as to the KLWTD Board's policies & directions. This constant dissenting has caused unnecessary prolonged delays in the districts progress.

Whereas It is imperative the KLWTD. Board select a specific volume/version of Robert's Rules of Order to governed the board on rules of order. This volume/version will provide the board, the chairman, the parliamentarian our counsel and with all who wish to engage, participate or transact with the KLWTD, a reference manual for the orderly and democratic process of doing public business.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT AS FOLLOWS -- the rules contained in **Robert's Rules of Order Newly Revised (RONR) 2000 Edition** shall govern the KLWTD Board of Commissioners in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the KLWTD Board Of Commissioners.

The foregoing RESOLUTION NO. 07-07 05 was offered by Commissioner _____, who moved its approval. The motion was seconded by Commissioner _____, and being put to a vote the result was as follows:

	AYE	NAY
Commissioner Gary Bauman	_____	_____
Commissioner Claude Bullock	_____	_____
Commissioner Glenn Patton	_____	_____
Commissioner Andrew Tobin	_____	_____
Chairman Charles Brooks	_____	_____

The Chairman thereupon declared Resolution No. 07-07-05 duly passed and adopted the 3rd day of August 2005.

**KEY LARGO WASTEWATER TREATMENT
DISTRICT GOVERNING BOARD**

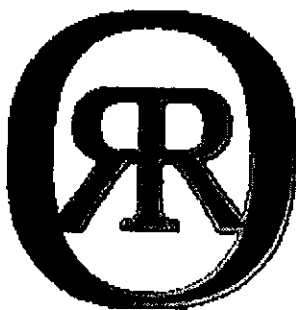
By _____
Charles Brooks, Chairman

Attest:

Approved as to form and content:

Carol Walker, Board Clerk

By _____
District Counsel



THE OFFICIAL Robert's Rules of Order Web Site

The Right Book

Robert's Rules of Order is America's foremost guide to parliamentary procedure. It is used by more professional associations, fraternal organizations, and local governments than any other authority.

The Tenth edition, referred to as *Robert's Rules of Order Newly Revised (RONR)*, supersedes all earlier editions as the parliamentary authority in organizations that have adopted *Robert's Rules of Order* in their bylaws. It is important for all members of an organization to use a single parliamentary guide. Older editions of *Robert's Rules* have significant differences in their guidelines and page and section references, which can exacerbate disagreements instead of helping to settle them.

Here are images of the hardcover (dark blue) and softcover (gold) editions of the right book:



Robert's Rules of Order Newly Revised, is readily available at most bookstores. If the multiplicity of similar titles is confusing, insist on one of the editions shown above. Other versions may be less expensive, but they will leave you looking in vain for a passage or a page that other group members have in front of them. You can also order the book online from Amazon.com.

Because *Robert's Rules of Order* has been in use for so long, some of the earliest editions (published before 1915) are no longer protected by copyright. They have therefore been republished and revised by different writers with variable qualifications in parliamentary law. There is even one book published under the "Robert's Rules" name which contains an entirely different text. None of these books is sanctioned by the Robert's Rules Association, and none of them is a reliable, definitive source on parliamentary law. Only the 2000 edition of *Robert's Rules of Order Newly Revised*, is today's official

Short History of
Robert's Rules
About the Authors
The Right Book
How Your
Organization Can
Adopt *Robert's Rules*
Frequently
Asked
Questions
Question & Answer
Forum
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handbook.

[Click here](#) for information on how your organization can adopt *Robert's Rules of Order Newly Revised* as its parliamentary authority.

General Henry M. Robert
Robert's Rules of Order
Newly Revised
Tenth Edition

A New and Enlarged Edition by Sarah Corbin Robert, Henry M. Robert III, William J Evans, Daniel H. Honemann, and Thomas J Balch.

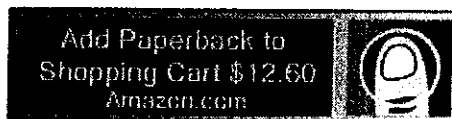
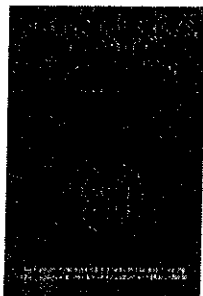
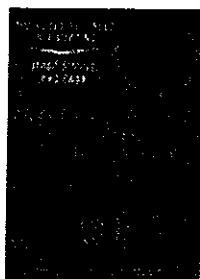
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NOTE: While Amazon.com also makes available other books with "Robert's Rules" in the title, be aware that only what it sells as *Robert's Rules of Order Newly Revised* is the current, official version. See [The Right Book](#).

Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 10

☐ PUBLIC HEARING☐ RESOLUTION☐ DISCUSSION☐ BID/RFP AWARD☒ GENERAL APPROVAL OF ITEM☐ CONSENT AGENDA☐ Other:SUBJECT: Summarizing Specific Rules of OrderRECOMMENDED MOTION/ACTION:

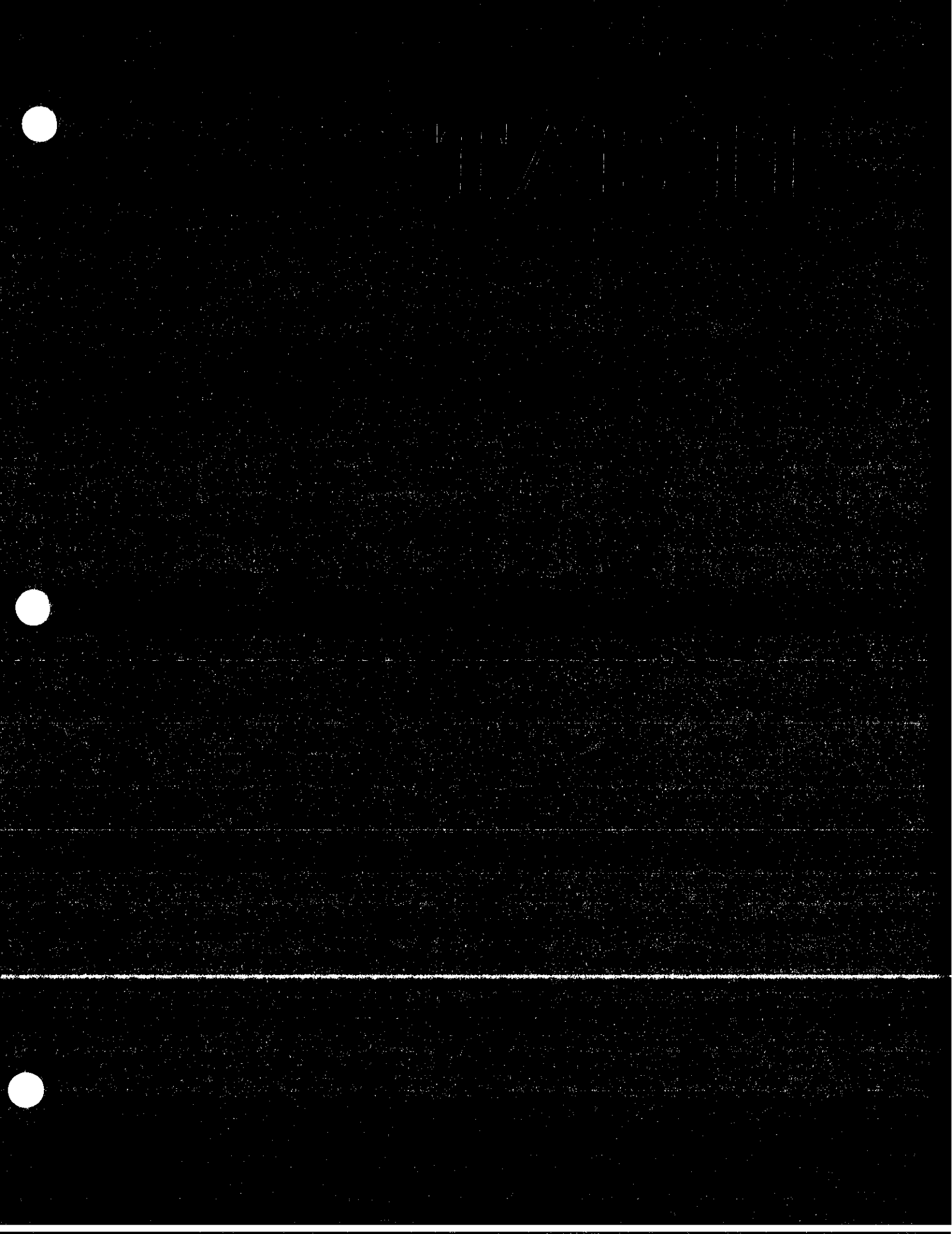
Approved by General Manager

Date: 7-29-05

Originating Department: Chairman Brooks	Costs: Approximately \$ Funding Source: Acct.	Attachments: Back up will be emailed
Department Review: <input type="checkbox"/> District Counsel _____ <input type="checkbox"/> General Manager _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Chairman Brooks placed this item on the agenda.
Your back up will be emailed to you before the meeting.

Resulting Board Action:☐ Approved☐ Tabled☐ Disapproved☐ Recommendation Revised



Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 11

☐ PUBLIC HEARING☐ RESOLUTION☐ DISCUSSION☐ BID/RFP AWARD☒ GENERAL APPROVAL OF ITEM☐ CONSENT AGENDA☐ Other:SUBJECT: Resolution No. 06-07-05RECOMMENDED MOTION/ACTION: ApprovalApproved by General Manager C. J. R.Date: 7-29-05

Originating Department: Board Clerk	Costs: Approximately \$ Funding Source: Acct.	Attachments: Resolution No. 06-07-05 & Resolution No. 2003-20
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <u>C. J. R.</u> <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____ Please initial one.

Summary Explanation/Background: The Board directed the Clerk in October of 2003 to maintain agendas, minutes, & resolutions to the Key Largo Pubic library. Now that the District has offices that are accessible to the public this resolution directs the Clerk to maintain public accessible agenda packages, resolution & minutes at the KLWTD office. It also directs the Clerk to remove the past records from the library & make them available at the District office.

Resulting Board Action:☐ Approved☐ Tabled☐ Disapproved☐ Recommendation Revised

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, TO PROVIDE COPIES OF THE KLWTD AGENDAS, MINUTES, AND RESOLUTIONS FOR PUBLIC INSPECTION; REVOKING RESOLUTION NO. 2003-20, AND RETRIEVING AGENDA PACKAGES FROM KEY LARGO PUBLIC LIBRARY.

WHEREAS, the Board of Commissioners of the Key Largo Wastewater Treatment District desire to provide copies of the KLWTD's agenda packages, minutes and resolutions for public inspection: and

WHEREAS, the Key Largo Wastewater Treatment District now has a public office accessible by the public Monday through Friday where the agenda packages, minutes and resolutions are available for public inspection: and

WHEREAS, the Key Largo Wastewater Treatment District now has a web site that is accessible twenty four hours a day that has the agenda packages on it that include the minutes and any resolution under consideration;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT THAT:

The Key Largo Wastewater Treatment District hereby revokes Resolution No. 2003-20.

The Key Largo Wastewater Treatment District Board directs the Clerk of the Board to make available to the public the agenda packages, minutes, and resolutions of the KLWTD at the office located at 98880 Overseas Hwy, Key Largo, FL 33037 and on the District's web site (www.klwtd.com)

The Key Largo Wastewater Treatment District also directs the Clerk of the Board to retrieve the agenda packages from the Key Largo Public Library making them available at the KLWTD's office.

PASSED AND ADOPTED this day of , 2005.

The foregoing RESOLUTION NO. 06-07 05 was offered by Commissioner

_____, who moved its approval. The motion was seconded by

Commissioner _____, and being put to a vote the result was as follows:

	AYE	NAY
Commissioner Gary Bauman	_____	_____
Commissioner Claude Bullock	_____	_____
Commissioner Glenn Patton	_____	_____
Commissioner Andrew Tobin	_____	_____
Chairman Charles Brooks	_____	_____

The Chairman thereupon declared Resolution No. 06-07-05 duly passed and adopted the 3rd day of August 2005.

**KEY LARGO WASTEWATER TREATMENT
DISTRICT GOVERNING BOARD**

By _____
Charles Brooks, Chairman

Attest:

Approved as to form and content:

By _____
Carol Walker, Board Clerk

By _____
District Counsel

RESOLUTION 2003-20

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, TO PROVIDE COPIES OF THE KLWTD AGENDAS, MINUTES AND RESOLUTIONS FOR PUBLIC INSPECTION AT THE KEY LARGO PUBLIC LIBRARY.

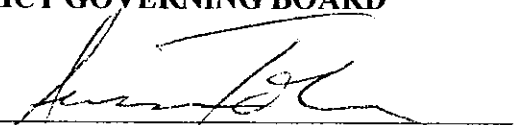
WHEREAS, the Board of Commissioners of the Key Largo Wastewater Treatment District desire to provide copies of the KLWTD's approved agendas, minutes and resolution for public inspection;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT THAT:

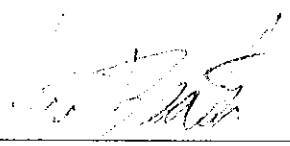
1. The Board hereby designates the Clerk to the Board as deliverer of said documents to the Librarian of the Key Largo Public Library.
2. The Board hereby directs the Clerk to the Board to deliver individual binder books labeled and containing the agendas, minutes and resolutions approved by the Board of Commissioners to date; and from this point forward, to update and append the agenda, minute and resolution books with copies of documents that are approved by the Board of Commissioners.
3. The Board hereby directs the clerk to the Board to deliver by the most cost effective and expedient manner a duplicate copy of the agenda package that was received by the Board of Commissioners of the Key Largo Wastewater Treatment District.

PASSED AND ADOPTED this 15th day of October, 2003.

**KEY LARGO WASTEWATER TREATMENT
DISTRICT GOVERNING BOARD**



Andrew Tobin, Chair, Key Largo Wastewater Treatment District



Cris Beaty, Secretary, Key Largo Wastewater Treatment District

11/15/12

Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 12

☐ PUBLIC HEARING☐ RESOLUTION☐ DISCUSSION☐ BID/RFP AWARD☒ GENERAL APPROVAL OF ITEM☐ CONSENT AGENDA☐ Other:SUBJECT: Resolution No. 08-07-05RECOMMENDED MOTION/ACTION: Approve resolution No. 08-07-05

Approved by General Manager

Date: 7-29-05

Originating Department: District Counsel Thomas Dillon	Costs: Approximately \$ Funding Source: Acct.	Attachments: Resolution No. 08-07-05
Department Review: <input checked="" type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Tom Dillon placed this item on the agenda. This assessment resolution is required for the non-ad valorem collection of the system development charge.

Resulting Board Action:☐ Approved☐ Tabled☐ Disapproved☐ Recommendation Revised

RESOLUTION NUMBER NO. 08-07-05

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES; ESTABLISHING A PUBLIC HEARING TO CONSIDER IMPOSITION OF THE PROPOSED SPECIAL ASSESSMENTS AND THE METHOD OF THEIR COLLECTION; ESTABLISHING PROCEDURES FOR NOTICE AND ADOPTION OF ASSESSMENT ROLLS AND FOR CORRECTION OF ERRORS AND OMISSIONS; DIRECTING THE PROVISION OF NOTICE IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, AS FOLLOWS:

ARTICLE I

DEFINITIONS AND INTERPRETATION

SECTION 1.01. DEFINITIONS. As used in this Resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires.

“Adjusted Prepayment Amount” means the amount required to prepay the Assessments for each Tax Parcel against which a non-ad valorem assessment is levied pursuant to this Resolution: (A) following issuance of the Original Obligations as computed pursuant to Section 5.02(A) hereof and revised annually pursuant to Section 5.02(E) hereof, and (B) following issuance of any Refunding Obligations, as computed pursuant to Section 5.01(B) hereof and revised annually pursuant to Section 5.02(E) hereof.

“Annual Assessment Resolution” means the resolution adopted by the District approving an Assessment Roll for a specific Fiscal Year.

“Annual Debt Service Component” means the amount computed for each Tax Parcel pursuant to Section 5.02(A) hereof.

“Assessment” means an annual special assessment imposed against real property within the Assessment Area to fund the Project Cost of Wastewater Management Facilities to serve the

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/1/2005

Assessment Area and related expenses, computed in the manner described in Section 5.02 hereof.

"Assessment Roll" means a non-ad valorem assessment roll relating to the Project Cost of the District Wastewater Management Facilities.

"Assessment Area" means the proposed initial Wastewater Assessment Area described in Section 4.01 hereof.

"Assessment Coordinator" means the person designated by the District to be responsible for coordinating Assessments, or such person's designee.

"Board" means the Board of Commissioners of the Key Largo Wastewater Treatment District.

"Capital Cost" means all or any portion of the expenses that are properly attributable to the acquisition, design, construction, installation, reconstruction, renewal, or replacement (including demolition, environmental mitigation, and relocation) of the Wastewater Management Facilities, and imposition of the Assessment under generally accepted accounting principals; and including reimbursement to the District for any funds advanced for Capital Cost and interest on any interfund, intrafund, or temporary construction loan for such purposes.

"Collection Cost" means the estimated cost to be incurred by the District during any Fiscal Year in connection with the collection of Assessments including, but not limited to, costs associated with billing and collection, financing charges, and other charges or costs associated with the use of the Uniform Assessment Collection Act.

"Collection Cost Component" means the amount computed for each Tax Parcel pursuant to Section 5.02(B) hereof.

"District" means the Key Largo Wastewater Treatment District.

"District Borrowing Rate" means the District's weighted average borrowing rate based on the average interest rate of debt instruments issued by the District to fund the Project Cost of the Wastewater Management Facilities which are secured by proceeds of the Assessments.

"District Obligation" means an Original Obligation or Refunding Obligation secured by proceeds of the Assessments.

"Dwelling Unit" means a single unit designated or intended for one-family occupancy (a household of one or more persons), including, but not limited to, one single-family house, one-half of a duplex, one apartment, one residential condominium unit (whether in a single-unit

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/1/2005

building or a multiple-unit building) one mobile home, or a recreational vehicle space not regulated under Chapter 513, F.S.

“Equivalent Dwelling Unit” or **“EDU”** means a system capacity equivalency unit corresponding to an average of one hundred and sixty-seven (167) gallons per day of potable water usage.

“Excluded Parcel” means a Tax Parcel that is determined by the District to be property that will not receive a special benefit from construction of the District Wastewater Management Facilities because the property has not been improved, and is not likely to be improved, with facilities or structures that generate, or might generate, sewage that will be managed by the District Wastewater Management Facilities.

“Final Assessment Resolution” means the resolution that will confirm, modify, or repeal this Resolution and that will be the final proceedings for imposition of Assessments described in this Resolution.

“Fiscal Year” means the period commencing on October 1 of each year and continuing through the next succeeding September 30, or such other period as may be prescribed by law as the fiscal year of the District.

“Initial Prepayment Amount” means the amount required for each Tax Parcel as set forth in Exhibit 3.01 hereof to prepay the Assessment in full.

“Laundromat” means laundromat a business that provides commercial self-service and non-self-service laundry facilities to the public, consisting of washing machines, dry cleaning machines, and clothing dryers, in any combination.

“Original Obligations” means that portion of a series of bonds or other evidence of indebtedness, including without limitation notes, commercial paper, capital leases, or any other obligations issued or incurred to finance the Project Cost of the District Wastewater Management Facilities.

“Preliminary Assessment Roll” means a non-ad valorem assessment roll relating to the Assessment Program described in Section 3.01 hereof.

“Project Cost” means (A) the aggregate Initial Prepayment Amount of all Tax Parcels subject to the Assessment prior to any prepayments, (B) the Transaction Cost associated with the District Obligations attributable to District Wastewater Management Facilities, (C) interest accruing on such District Obligations for such period of time as the District deems appropriate,

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/1/2005

(D) the debt service reserve fund or account, if any, established for the District Obligations attributable to District Wastewater Management Facilities, and (E) any other costs or expenses related thereto.

“Property Appraiser” means the Monroe County Property Appraiser.

“Refunding Obligations” means a series of bonds or other evidence of indebtedness issued or incurred by the District to refund all or any portion of the Original Obligations or any indebtedness issued to refinance the Original Obligations.

“Resolution” means this initial assessment Resolution.

“State” means the State of Florida.

“Statutory Discount Amount” means the amount computed for each Tax Parcel subject to the Assessments pursuant to Section 5.02(C) hereof.

“System Development Charge” or **“SDC”** means the District's charge to each owner of property. The SDC is expected to recover approximately 40% of the Capital Costs related to the construction of the Wastewater Management Facilities attributable to the Tax Parcels covered by this Resolution.

“Tax Collector” means the Monroe County Tax Collector.

“Tax Parcel” means a parcel of real property to which the Property Appraiser has assigned a distinct ad valorem property tax identification number.

“Tax Roll” means the real property ad valorem tax assessment roll maintained by the Property Appraiser for the purposes of the levy and collection of ad valorem taxes.

“Transaction Cost” means the costs, fees, and expenses incurred by the District in connection with the issuance and sale of any series of Obligations, including without limitation (A) rating agency and other financing fees; (B) the fees and disbursement of bond counsel and disclosure counsel, if any; (C) the underwriter's discount; (D) the fees and disbursements of the District's financial advisor; (E) the costs of preparing and printing the Obligations; (F) the fees payable in respect of any bond or reserve account insurance policy; (G) administrative, development, credit review, and all other fees associated with any pooled commercial paper or similar interim financing program; (H) any private placement fees; and (I) any other costs of a similar nature incurred in connection with the issuance of such Obligations.

“Uniform Assessment Collection Act” means the method of collecting non-ad valorem assessments provided in Chapter 197.3632, Florida Statutes.

“Wastewater Management Facilities” means all facilities acquired, designed, constructed, installed, reconstructed, renewed, or replaced by the District for the purpose of collecting, transporting, and treating wastewater and disposing of the byproducts of such treatment. In general, Wastewater Management Facilities may be characterized as one of three types: collection system, transmission main, and treatment plant.

SECTION 1.02. INTERPRETATION. Unless the context indicates otherwise, words importing the singular number include the plural number, and vice versa; the terms “hereof,” “hereby,” “herein,” “hereto,” “hereunder,” and similar terms refer to this Resolution; the term “hereafter” means after the effective date of this Resolution; the term “heretofore” means before, the effective date of this Resolution. Words of any gender include the correlative words of the other gender, unless the sense indicates otherwise.

ARTICLE II

FINDINGS

SECTION 2.01. FINDINGS. It is hereby ascertained, determined, and declared that:

A. Pursuant to the Key Largo Wastewater Treatment District Act (Chapter 2002-337, Florida Statutes) and the Uniform Special District Accountability Act of 1989 (Chapter 189, Florida Statutes), the Key Largo Wastewater Treatment District possesses, among other powers, the powers to:

1. Perform such acts as shall be necessary for the sound planning, acquisition, development, operation, and maintenance of a wastewater management system within the District, including all business facilities necessary and incidental thereto;
2. Adopt resolutions and policies as necessary for implementation, regulation, and enforcement, consistent with the purposes of the District;
3. Plan, develop, purchase or otherwise acquire, construct, reconstruct, improve, extend, enlarge, equip, repair, maintain, and operate any wastewater management system and facilities within the territorial limits of the District;
4. Assess and impose ad valorem and non-ad valorem assessments upon the lands in the District, as provided by the Key Largo Wastewater Treatment District Act and the Uniform Assessment Collection Act; and
5. Do all acts or things necessary or convenient to carry out the powers expressly granted in the Key Largo Wastewater Treatment District Act.

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/1/2005

- B. On or about December 29, 2004, the Board adopted a resolution expressing its intent to use the Uniform Method of Collecting Non-Ad Valorem Assessments.
- C. Thereafter, the District entered into written agreements with the Property Appraiser and the Tax Collector in connection with the assessment and collection of non-ad valorem assessments.
- D. The District has entered into contracts for the design and construction of Wastewater Management Facilities to serve the District, including the portion of the District described in this Resolution as the Assessment Area, and these Wastewater Management Facilities will be capable of providing wastewater management services in the 2006 Fiscal Year.
- E. Construction and operation of the Wastewater Management Facilities will provide a special benefit to real property located within the Assessment Area by providing access to the sewer system, eliminating the present need for onsite sewage treatment and disposal facilities on the real property located within the Assessment Area, eliminating existing illegal and inadequate onsite sewage treatment and disposal facilities on the real property located within the Assessment Area, and preventing further pollution of the ground water and surface waters under, on, and adjacent to the real property within the Assessment Area.
- F. The Assessment established by this Resolution has been the subject of considerable research into the projected needs of the District for capital funding, the various possible methods of determining the amount of System Development Charges for the apportionment of Capital Costs among the properties to be assessed. Among other things, the Board contracted with Public Resources Management Group, Inc. ("PRMG") to conduct a study and make recommendations as to wastewater rates and SDC's. On or about May 31, 2005, PRMG delivered to the Board the results of its study in a document entitled "Financial Forecast and Wastewater Rate Analysis." The Board held a public hearing on July 3, 2005 to receive public comments on the proposed wastewater rates and SDC's.
- G. As a result of these efforts, on July 20, 2005, the Board accepted the PRMG recommendations, and adopted a method of calculation of SDC's to be imposed against real property located within the Assessment Area. The amounts to be collected as SDC's

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/1/2005

) total about 40% of the Capital Cost of District Wastewater Management Facilities constructed, and to be constructed, by the District and allocated to the Tax Parcels covered by this Resolution.

- H. At that time, the Board established a special classification for Laundromats for the purpose of calculating SDC's. The District determined that, for that purpose only, a Laundromat is to be counted as having one EDU. This determination was based on the Board's finding that the vast majority of Laundromat customers are either residents of the District or guests at hotels, motels, and other guest accommodations within the District and that the SDC's to be paid on account of those residences and guest accommodations will be sufficient to provide capacity for sewage generated by Laundromats.
- I. The method for calculating SDC's for residential and non-residential customers is a fair and reasonable apportionment of costs among the properties to be assessed under this Resolution.
- J. The use of the Uniform Assessment Collection Act is a convenient and secure method to ensure collection of all SDC's to be collected by the District. Use of this method will enhance the ability of the District to borrow funds at reasonable rates in order to further develop and expand the Wastewater Management Facilities.
- K. The Assessment established by this Resolution is imposed by the District, and not Monroe County. Any activity of the Property Appraiser or Tax Collector in connection with this Resolution and the non-ad valorem assessment shall be solely ministerial.

ARTICLE III

NOTICE AND PUBLIC HEARING

) **SECTION 3.01. PRELIMINARY ASSESSMENT ROLL.** Attached to this Resolution as Exhibit 3.01 is a Preliminary Assessment Roll showing the Tax Parcels to be assessed, and the Initial Prepayment Amount for each Tax Parcel, if paid as a lump sum prior to October 1, 2005, as well as the Assessment to be assessed in November 2005 if the Assessment is not paid as a lump sum prior to October 1, 2005. The estimated Capital Costs to be collected by virtue of this non-ad valorem Assessment, in the approximate amount of ~~\$TO BE DETERMINED~~ represent a portion of the total funds which will be applied, along with grants, other non-ad valorem assessments, the proceeds of District Obligations, and other funds toward construction of Wastewater Management Facilities to be acquired, designed, constructed, installed,

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/1/2005

reconstructed, renewed, and replaced at a total Capital Cost estimated at \$140,000,000. At present, the District has not incurred District Obligations. However, the Board expects to incur District Obligations in Fiscal Year 2006 in the principal sum of \$15,000,000, more or less. The Board intends to levy non-ad valorem assessments on Tax Parcels located throughout the District as Wastewater Management Facilities become capable of serving those Tax Parcels.

SECTION 3.02. PUBLIC HEARING. The Board will conduct a public hearing at 5:00 p.m., or as soon thereafter as the matter can be heard, on August 31, 2005, at the District Office located at 98880 Overseas Highway, Key Largo, Florida, to consider:

- A. Imposition of Assessments; and
- B. Collection of the Assessments under Chapter 197.3632, Florida Statutes.

SECTION 3.03. NOTICE BY PUBLICATION AND BY MAIL. The District Clerk shall publish and mail notices of the public hearing in the manner required by the Uniform Assessment Collection Act not later than August 10, 2005.

ARTICLE IV

GENERAL PROVISIONS WITH RESPECT TO ASSESSMENTS

SECTION 4.01. DESCRIPTION OF PROPOSED ASSESSMENT AREA. The proposed Assessment area shall include the Tax Parcels listed on the Preliminary Assessment Roll. These Tax Parcels are located within the District in or adjacent to the following subdivisions:

- A. Key Largo Trailer Village,
- B. Key Largo Park, and
- C. Sunset Waterways.

The parcels to be assessed include only those parcels capable of being served by a collection system located within the road easement adjacent to the parcel. The specific Tax Parcels and the Initial Prepayment Amount for each Tax Parcel, if paid as a lump sum prior to October 1, 2005, as well as the Assessment to be assessed in November 2005 if the Assessment is not paid as a lump sum prior to October 1, 2005, are listed in Exhibit 3.01. The Tax Parcels affected by this Resolution are depicted graphically in Exhibit 4.01.

SECTION 4.02. ASSESSMENTS. Assessments shall be imposed for each Fiscal Year in which any portion of the District Obligations remains outstanding, the amount of which shall be computed in accordance with Sections 5.02(D) and Section 5.02(E) hereof. Upon the adoption

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/1/2005

of the Annual Assessment Resolution for each Fiscal Year, Assessments to be collected by means of the Uniform Assessment Collection Act shall constitute a lien upon the assessed parcels, equal in rank and dignity with the liens of all state, county, district, or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles, and claims, until the ad valorem tax bill for such year is otherwise paid in full pursuant to the Uniform Assessment Collection Act. The lien shall be deemed perfected upon adoption by the District of the Annual Assessment Resolution and shall attach to the real property included on the Assessment Roll as of the prior January 1, the lien date for ad valorem taxes.

SECTION 4.03. INITIAL PREPAYMENT AMOUNT. Upon adoption of the Final Assessment Resolution, the Initial Prepayment Amount for each Tax Parcel will become due. The Initial Prepayment Amount for each Tax Parcel covered by this Resolution is equal to the SDC calculated for that Tax Parcel. The method for calculating SDC's was adopted by the District as Rule 9.01(15) of the District rules, and is summarized as follows:

A. Residential Tax Parcels. For residential wastewater Service, the SDC is the sum of:

1. \$1,700 per Dwelling Unit for wastewater treatment plant capacity, plus
2. \$1,000 per Dwelling Unit for force main – pipe capacity, plus
3. \$2,070 for connection to the wastewater system.

B. Non-Residential Tax Parcels. For non-residential wastewater service, the SDC is the sum of:

1. \$1,700 per EDU for wastewater treatment plant capacity;
2. \$1,000 per EDU for force main – pipe capacity; plus
3. \$2,070 or actual cost of connection, whichever is greater, for connection to the wastewater system.

C. Laundromats. For purposes of calculating SDC's, a Laundromat shall be counted as one EDU, regardless of actual historic water consumption.

D. Hotels, Motels, and Facilities regulated under Chapter 513, Florida Statutes. Wastewater service to hotels, motels, and facilities regulated under Chapter 513, F.S., and other similar facilities is non-residential wastewater service.

E. Vacant lots. The initial SDC for a vacant Tax Parcel will be the same as the SDC for a Residential Tax Parcel improved with one Dwelling Unit.

SECTION 4.04. INITIAL PREPAYMENT OPTION. Prior to October 1, 2005, the owner of each Tax Parcel subject to assessment shall be entitled to prepay the Assessment in full, by payment of the Initial Prepayment Amount shown in Exhibit 3.01, hereof. The amount of all prepayments made pursuant to this Section 4.04 shall be final. The District shall not be required to refund any portion of a prepayment.

SECTION 4.05. EXCLUDED PARCELS. The owner of Tax Parcel listed on an Assessment Roll may request that the Tax Parcel be excluded from the Assessment Roll. Such a request shall be made in writing and filed with the District Clerk. The District will consider as grounds for exclusion of a Tax Parcel, any facts that show the Tax Parcel to be an Excluded Parcel, as defined in this Resolution. Typical examples of Excluded Parcels are listed by way of example and not by way of limitation:

- A. The Tax Parcel is not improved and cannot be improved consistent with existing zoning regulations or other legal constraints;
- B. The Tax Parcel is not improved and cannot be improved due to physical conditions of the property that preclude improvement;
- C. The Tax Parcel is a property that has been aggregated with one or more other properties, and the aggregated parcels will receive Wastewater Service as a single aggregated property.

SECTION 4.06. INCORRECTLY ASSESSED PARCELS. The owner of a Tax parcel listed on an Assessment Roll may request that the Initial Prepayment Amount be revised. Such a request shall be made in writing and filed with the District Clerk. The District will consider as grounds for revision of the Initial Prepayment Amount any facts that show that the Initial Prepayment Amount for the Tax Parcel was computed erroneously. Typical examples of such facts are listed by way of example and not by way of limitation:

- A. The Tax Parcel will receive a class of wastewater service that is different from the class of Wastewater Service upon which the Initial Prepayment Amount was computed;
- B. The water consumption information used by the District to calculate the Initial Prepayment Amount was erroneous.

SECTION 4.07. PROCEDURES FOR REQUEST FOR REVIEW.

- A. Time for Request. The owner of a Tax Parcel who desires the Tax Parcel to be designated as an Excluded Parcel or who desires that the District review the Initial

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/1/2005

Prepayment Amount must request review within thirty (30) days after the District has mailed notice of the Public Hearing to the that person at the address shown in records of the Property Appraiser. The District may consider an untimely request for review provided the owner demonstrates facts showing that time should be extended. A mailed request for review shall be considered timely if it is postmarked on or before the last day allowed for review.

B. Contents of Request. A request for review must contain:

1. A concise statement of the facts upon which the owner bases the request for review, including a statement of all disputed issues of material fact. If there are no disputed issues of material fact, the request must so indicate;
2. The rules, statutes, and other legal authority that the owner contends form the basis for relief;
3. A demand for the relief which the owner believes is appropriate; and
4. Such other information which the owner believes to be material to the request for review.

C. Filing Request. The request for review must be delivered or mailed to the District Clerk. Upon receipt, the District Clerk will log in the request for review

D. Review by Assessment Coordinator. The Assessment Coordinator will review the request for relief, and will exercise due diligence to issue a recommended decision to the Board within seven (7) Business Days after receipt of a complete request for review. Prior to issuing the recommended decision, the Assessment Coordinator may conduct one or more informal discussions with the owner, and may request additional information and documentation. If requested by the owner, the Assessment Coordinator may extend the time for issuance of a recommended decision in order to consider additional information and documentation. The District Clerk will mail a copy of the recommended decision to the owner at the same time as the recommended decision is submitted to the Board.

E. Board Review. Upon issuance of the recommended decision, the District Clerk will place the recommended decision on the Board agenda for a meeting not less than thirty (30) days after issuance of the recommended decision. Within fifteen (15) days after mailing of the recommended decision, the owner may request that the Board hold a public hearing on the request for review, specifying any disputed facts that the owner

considers to be material to the decision. At the meeting at which the Board is scheduled to consider the request for review, the Board may decide to accept or modify the recommended decision, or, if the Board concludes that there are disputed issues of material fact, the Board may schedule a public hearing on the request for review. The Board's decision to accept or modify the recommended decision, or the Board's decision on the request for review after a public hearing, shall be the final District action on the request for review.

ARTICLE V
ASSESSMENTS

SECTION 5.01. ADJUSTED PREPAYMENT AMOUNT. Adjusted Prepayment Amounts shall be calculated for each Tax Parcel subject to this Resolution, as follows: the Adjusted Prepayment Amount for each Tax Parcel shall be revised annually, as provided in Section 5.02(E) hereof.

SECTION 5.02. COMPUTATION METHOD. The Assessments shall be computed pursuant to the Assessment Program described in this Article V. The Assessments will be imposed for Fiscal Year 2006 and each succeeding Fiscal Year in which any portion of the Assessment Obligations remains outstanding, and will be collected on the ad valorem tax bill in the manner authorized by the Uniform Assessment Collection Act. The annual Assessment shall be computed for each Tax Parcel, other than those Tax Parcels as to which the entire Assessment has been prepaid.

A. Annual Debt Service Component. The "Annual Debt Service Component" shall be calculated for each Fiscal Year in which the Initial Prepayment Amount (or Adjusted Prepayment Amount, if applicable) of the Tax Parcel is outstanding as follows:

1. The Assessment Coordinator shall first calculate an annual interest rate computed as the lesser of (i) the District Borrowing Rate, or (ii) an interest rate equal to eight percent (8%) per year.
2. The Assessment Coordinator shall next calculate the amount of principal due for the Tax Parcel by dividing (i) the Tax Parcel's Initial Prepayment Amount (or Adjusted Prepayment Amount, if applicable), by (ii) the number of remaining years the Assessment is payable, which shall initially be for a period of twenty (20) years.

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/1/2005

3. The Assessment Coordinator shall then determine the interest payable by multiplying (i) the annual interest rate computed in (1) above, by (ii) the Initial Prepayment Amount (or Adjusted Prepayment Amount, if applicable.)
 4. The Annual Debt Service Component is then calculated as the sum of the amounts determined in (2) and (3) above.
- B. Collection Cost Component. The "Collection Cost Component" shall be computed each Fiscal Year for each Tax Parcel by (1) dividing (a) the Adjusted Prepayment Amount (or for the initial Assessment Roll, the Initial Prepayment Amount) for such Tax Parcel, by (b) the sum of the aggregate Adjusted Prepayment Amounts (or for the initial Assessment Roll, the aggregate Initial Prepayment Amount of all Tax Parcels, and (2) multiplying the result by the Collection Cost.
- C. Statutory Discount Amount. The "Statutory Discount Amount" shall be computed for each Tax Parcel as the amount allowed by law as the maximum discount for early payment of ad valorem taxes and non-ad valorem assessments. Such amount will be calculated by deducting (1) the sum of (a) the Annual Debt Service Component and (b) the Collection Cost Component, from (2) the amount computed by dividing (a) the sum of (i) the Annual Debt Service Component and (ii) the Collection Cost Component, by (b) the factor of 0.96.
- D. Annual Assessment. The annual Assessment for each Tax Parcel shall be computed as the sum of (1) the Annual Debt Service Component, (2) the Collection Cost Component, and (3) the Statutory Discount Amount.
- E. Revision of Adjusted Prepayment Amount. Upon certification of the Assessment Roll for each Fiscal Year, the Adjusted Prepayment Amount for each Tax Parcel shall be recomputed by deducting (1) the principal component of the Annual Debt Service Component determined in Section 5.02(A) above and included on the Assessment Roll for the Tax Parcel, from (2) the Adjusted Prepayment Amount utilized to compute the annual Assessment included on the Assessment Roll for such Tax Parcel.

SECTION 5.03. OPTIONAL PREPAYMENT.

- A. The owner of each Tax Parcel subject to the Assessments shall be deemed to have prepaid all future unpaid Assessments upon payment of an amount equal to the sum of (1) the most recently calculated Adjusted Prepayment Amount for such Tax Parcel, plus

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/1/2005

- (2) the product of (a) the most recently calculated Adjusted Prepayment Amount for such Tax Parcel and (b) the most recently calculated District Borrowing Rate times the number of days elapsed in the calendar year on the date of prepayment, divided by 365.
- B. During any period commencing on the date the annual Assessment Roll is certified for collection pursuant to the Uniform Assessment Collection Act and ending on the next date on which unpaid ad valorem taxes become delinquent, the District may reduce the amount required to prepay the future unpaid annual Assessments for the Tax Parcel by the amount of the Assessment that has been certified for collection with respect to such Tax Parcel.
- C. The amount of all prepayments made pursuant to this Section 5.03 shall be final. The District shall not be required to refund any portion of a prepayment.

SECTION 5.04. MANDATORY PREPAYMENT.

- A. The owner of a Tax Parcel subject to the Assessment shall immediately prepay all future unpaid annual Assessment for such Tax Parcel if (1) the Tax Parcel is acquired by a public entity (other than the District) through condemnation, negotiated sale, or other wise, or (2) a tax certificate has been issued and remains outstanding in respect of the Tax Parcel and the District, at its sole option, elects to accelerate the Assessment.
- B. The amount required to prepay the future unpaid annual Assessments will be calculated in the same manner as the amount calculated under Section 5.03(A) hereof.
- C. During any period commencing on the date the annual Assessment Roll is certified for collection pursuant to the Uniform Assessment Collection Act and ending on the next date on which unpaid ad valorem taxes become delinquent, the District may reduce the amount required to prepay the future unpaid annual Assessments for the Tax Parcel by the amount of the Assessment that has been certified for collection with respect to such Tax Parcel.
- D. The amount of all prepayments made pursuant to this Section 5.04 shall be final. The District shall not be required to refund any portion of a prepayment.

ARTICLE VI

GENERAL PROVISIONS

SECTION 6.01. METHOD OF COLLECTION. The Assessments shall be collected pursuant to the Uniform Assessment Collection Act.

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/1/2005

SECTION 6.03. SEVERABILITY. If any clause, section, or provision of this Resolution shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said Resolution shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

SECTION 6.04. CONFLICT. In the event that any portion of this Resolution, or application thereof, conflicts with any State or federal law, such State or federal law shall prevail.

SECTION 6.05. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption by the District.

[INTENTIONALLY LEFT BLANK]

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/1/2005

The foregoing RESOLUTION NO. 08-07 05 was offered by Commissioner _____,
who moved its approval. The motion was seconded by Commissioner _____,
and being put to a vote the result was as follows:

	AYE	NAY
Commissioner Gary Bauman	_____	_____
Commissioner Claude Bullock	_____	_____
Commissioner Glenn Patton	_____	_____
Commissioner Andrew Tobin	_____	_____
Chairman Charles Brooks	_____	_____

The Chairman thereupon declared Resolution No. 08-07-05 duly passed and adopted the 3rd day
of August 2005.

**KEY LARGO WASTEWATER TREATMENT
DISTRICT GOVERNING BOARD**

By _____
Charles Brooks, Chairman

Attest:

Approved as to form and content:

By _____
Carol Walker, Board Clerk

By _____
District Counsel

Exhibit 3.01. Preliminary Assessment Roll

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)

)

Exhibit 4.01. Tax Parcel Maps

To be published on or before August 10, 2005.

[MAP OF ASSESSMENT AREAS]

NOTICE OF HEARING TO IMPOSE AND
PROVIDE FOR COLLECTION OF NON-AD VALOREM ASSESSMENTS

Notice is hereby given that the Key Largo Wastewater Treatment District Board of Commissioners will conduct a public hearing to consider imposition of non-ad valorem assessments against certain parcels of real property located within the District. The hearing will be held at 5:00 p.m., or as soon thereafter as the matter can be heard, on August 31, 2005 at the District office located at 98880 Overseas Highway, Key Largo, Florida, for the purpose of receiving public comment on the proposed assessments.

In accordance with the Americans with Disabilities Act, persons needing special accommodation or an interpreter to participate in this proceeding should contact the District Clerk, Carol Walker, at 305-453-5804 at least 3 days prior to the hearing.

All affected real property owners have a right to appear at the hearing and/or to file written comments with the District within 20 days of this notice. If a person wishes to appeal any decision made by the District with respect to any matter considered at the hearing, such person will need a record of the proceedings, and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made.

The assessments have been proposed to recover a portion of the capital costs of District wastewater management facilities constructed, and to be constructed, within the District. The amount of the assessment imposed upon each parcel will be calculated under and in accordance with the resolution adopting System Development Charges at the District Board meeting of July 20, 2005 and the Initial Assessment Resolution adopted at the District Board meeting of August 3, 2005. Copies of these resolutions and supporting documents are available for inspection and copying at the District office located at 98880 Overseas Highway, Key Largo.

The special assessments will be collected by the Monroe County Tax Collector in annual payments on the ad valorem tax bill, as authorized by Section 197.3632, Florida Statutes. Failure to pay the assessments will cause a tax certificate to be issued against the real property, which may result in loss of title.

The District intends to collect the assessments in 20 annual assessments, the first of which will be included on the ad valorem tax bill to be mailed in November 2005. Future assessments may be prepaid in their entirety at the option of the property owner.

If you have any questions, please contact the District Clerk at 305-453-5804, Monday through Friday between 9:00 a.m. and 5:00 pm.

KEY LARGO WASTEWATER TREATMENT DISTRICT.

PONTE MANUEL J
6 COCONUT DR
KEY LARGO, FL 33037

Parcel ID: 00526380-000000
Physical Location: 6 COCONUT DR KEY LARGO

Re: Key Largo Wastewater Treatment District
Non-Ad Valorem Assessment

Proposed Assessment for this Parcel:

Dear Property Owner:

The Key Largo Wastewater Treatment District is in the process of extending wastewater service to your property. To enable the District to recover a portion of the costs of this major construction effort, the District will establish special assessments against the property to be served (both vacant and improved property.) When service becomes available, properties containing structures will be required to connect to the wastewater lines. The District will send an official notification to those property owners, notifying them of the requirement to connect within 30 days.

If you no longer own this property, or if you have changed your mailing address, please notify the Monroe County Property Appraiser, at P.O. Box 1176, Key West, FL 33041, to ensure accurate, prompt notification by the Tax Collector and the District.

Notice is hereby given that the Key Largo Wastewater Treatment District Board of Commissioners will conduct a public hearing to consider imposition of non-ad valorem assessments against certain parcels of real property located within the District. The hearing will be held at 5:00 p.m., or as soon thereafter as the matter can be heard, on August 31, 2005 at the District office located at 98880 Overseas Highway, Key Largo, Florida, for the purpose of receiving public comment on the proposed assessments.

In accordance with the Americans with Disabilities Act, persons needing special accommodation or an interpreter to participate in this proceeding should contact the District Clerk, Carol Walker, at 305-453-5804 at least 3 days prior to the hearing.

All affected real property owners have a right to appear at the hearing and/or to file written comments with the District within 20 days of this notice. If a person wishes to appeal any decision made by the District with respect to any matter considered at the hearing, such person will need a record of the proceedings, and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made.

The assessments have been proposed to recover a portion of the capital costs of District wastewater management facilities constructed, and to be constructed, within the District. The amount of the assessment imposed upon each parcel will be calculated under and in accordance with the resolution adopting System Development Charges at the District Board meeting of July 20, 2005 and the Initial Assessment Resolution

adopted at the District Board meeting of August 3, 2005. Copies of these resolutions and supporting documents are available for inspection and copying at the District office located at 98880 Overseas Highway, Key Largo.

The special assessments will be collected by the Monroe County Tax Collector in annual payments on the ad valorem tax bill, as authorized by Section 197.3632, Florida Statutes. Failure to pay the assessments will cause a tax certificate to be issued against the real property, which may result in loss of title.

The District intends to collect the assessments in 20 annual assessments, the first of which will be included on the ad valorem tax bill to be mailed in November 2005, and the last of which will be included on the ad valorem tax bill to be mailed in November 2024. Future assessments may be prepaid in their entirety at the option of the property owner.

On August 3, 2005, the District adopted an Initial Assessment Resolution setting forth the terms and conditions of assessments proposed to be levied against your property. A copy of the Initial Assessment Resolution is available at the District Office for inspection and copying. At the hearing of August 31, 2005, the District will consider adopting a Final Assessment Resolution.

Upon adoption of the Final Assessment Resolution, the Initial Prepayment Amount for each Tax Parcel will become due. The Initial Prepayment Amount for each Tax Parcel covered by this Resolution is equal to the System Development Charge ("SDC") calculated for that Tax Parcel. The method for calculating SDC's was adopted by the District as Rule 9.01(15) of the District rules, and is summarized as follows:

- A. Residential Tax Parcels. For residential wastewater Service, the SDC is the sum of:
 1. \$1,700 per Dwelling Unit for wastewater treatment plant capacity, plus
 2. \$1,000 per Dwelling Unit for force main – pipe capacity, plus
 3. \$2,070 for connection to the wastewater system.
- B. Non-Residential Tax Parcels. For non-residential wastewater service, the SDC is the sum of:
 1. \$1,700 per EDU for wastewater treatment plant capacity;
 2. \$1,000 per EDU for force main – pipe capacity; plus
 3. \$2,070 or actual cost of connection, whichever is greater, for connection to the wastewater system.
- C. Laundromats. For purposes of calculating SDC's, a Laundromat shall be counted as one EDU, regardless of actual historic water consumption.
- D. Hotels, Motels, and Facilities regulated under Chapter 513, Florida Statutes. Wastewater service to hotels, motels, and facilities regulated under Chapter 513, F.S., and other similar facilities is non-residential wastewater service.
- E. Vacant Lots. The initial SDC for a vacant Tax Parcel will be the same as the SDC for a Residential Tax Parcel improved with one Dwelling Unit.

The amount of the SDC for your parcel is shown at the top of this letter. For single-family residential parcels, the SDC is \$4,770. For multiple family buildings, the SDC varies according to the number of dwelling units in the building. A "dwelling unit" means a single unit designated or intended for one-family occupancy (a household of one

or more persons), including, but not limited to, one single-family house, one-half of a duplex, one apartment, one residential condominium unit (whether in a single-unit building or a multiple-unit building) one mobile home, or a recreational vehicle space not regulated under Chapter 513, F.S.

For non-residential parcels other than laundromats, the SDC is based on the number of Equivalent Dwelling Units ("EDU's") calculated for the parcel and the actual cost of connecting the parcel to the District's collection system. An EDU is equal to 167 gallons per day, and calculated on the basis of Florida Keys Aqueduct Authority water consumption records. For any non-residential parcel, the number of EDU's is equal to the average of the three highest months' water consumption in the 12 months ending 2004, divided by 5,010 (30 x 167).

The Initial Prepayment Amount for each Tax Parcel is equal to the SDC calculated for that Tax Parcel. The District expects to collect \$200 through this assessment. The owner of the parcel is entitled to pay the Initial Prepayment Amount for that parcel on or before September 30, 2005. If not prepaid, the assessment will be collected in 20 installments, which will include additional charges for the District's costs of borrowing money, up to a maximum of 8%, the District's estimated costs of collecting the assessments, and the statutory discount amount.

Worst case scenario to be written

You may receive an exclusion from assessment for your parcel if your parcel is determined by the District to be property that will not receive a special benefit from the District wastewater management facilities because the property has not been improved, and is not likely to be improved, with facilities or structures that generate, or might generate, sewage that will be managed by the District wastewater management facilities. You may receive an adjustment to the assessment for your parcel if the assessment was computed erroneously. The Initial Assessment Resolution includes procedures for seeking exclusion or adjustments.

The District intends to borrow money to help finance the costs of utility expansion. Assessments are being imposed at this time only on properties that are expected to receive within the next twelve months. The District will impose assessments on other parcels as the facilities are expanded further.

The assessments will be spread over a 20-year term. The exact amount of the assessment in any year will depend on a number of factors, including the District's costs of financing further expansion. You will have the option of paying off the assessments in advance and avoiding financing costs.

If you have any questions, please contact the District Clerk at 305-453-5804, Monday through Friday between 9:00 a.m. and 5:00 pm.

Yours truly,

Key Largo Wastewater Treatment District

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KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 13

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Resolution No. 08-07-05

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager

Date: 8-1-05



Originating Department: District Counsel	Costs: Approximately \$ Funding Source: Acct.	Attachments: Resolution No. 08-07-05
Department Review: <input checked="" type="checkbox"/> District Counsel <u>Y.P.</u> <input checked="" type="checkbox"/> General Manager <u>C.J.R.</u> <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: This resolution is in draft form and a final copy will be furnished as soon as possible. The resolution deals with the commitments required in connection the SRF Loan.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

RESOLUTION NUMBER NO. 09-07-05

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RELATING TO THE COMMITMENTS REQUIRED TO BE MADE IN CONNECTION WITH A LOAN OF FROM THE STATE REVOLVING FUND.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, AS FOLLOWS:

WHEREAS, the Key Largo Wastewater Treatment District intends to apply to the state of Florida Department of Environmental Protection ("FDEP") for a revolving loan to fund construction of certain wastewater management facilities, as more particularly described herein; and

WHEREAS, FDEP requires, as a requirement for such loans, that the borrower adopt a resolution regarding compliance with certain requirements; and

WHEREAS, the District fully intends to comply with the requirement for the revolving loan;

NOW, THEREFORE, the Board of Commissioners of the Key Largo Wastewater Treatment District resolves that:

1. Description of the Project. The "Project" consists of wastewater management facilities to be constructed with the loan proceeds and other funds available to the District, as described below:

- a. Wastewater Treatment Plant:

The District will design and construct a wastewater treatment plant to treat the anticipated flow for the entire KLWTD service area through the 20-year planning horizon. At this time, that flow is estimated to be 2.25 MGD AADF. The Wastewater Treatment Plant will include disposal and reuse facilities, as necessary, to be constructed on land currently owned by the District and located at approximately Mile Marker 100.5, Key Largo, Monroe County, Florida.

- b. Wastewater Transmission Main:

The District will design and construct a force main of approximately 5.5 miles to transport the collected wastewater from customer connections to the Wastewater Treatment Plant.

c. **Wastewater Collection Systems:**

The District will design and construct Wastewater Collection Systems to serve various neighborhoods capable of being connected to the Wastewater Transmission Main. The District will design Wastewater Collection Systems to serve the following areas: Collection Basin 1, consisting of Lake Surprise, Sexton Cove and Ocean Isle Estates residential subdivisions; commercial properties along US 1 along the route of the Wastewater Transmission Main and within the boundaries of Collection Basin 1; and Collection Basin 2 includes the Largo Gardens residential subdivision and other areas in the vicinity of Key Largo Gardens. The District will determine the number and extent of the Wastewater Collection Systems to be constructed with the loan proceeds according to funds available and construction cost experience.

2. **Pledge of Revenues.**

3. **Designation of persons authorized act on behalf of the District.** The following persons are authorized to file the loan application, provide assurances, execute the loan agreement, and represent the District in carrying out responsibilities (including that of requesting loan disbursements) under the loan agreement:

Charles Brooks, Chairman
Andrew Tobin, Secretary
Charles Fishburn, General Manager
Martin Waits, Finance Officer

4. **Assurances.** The District agrees to comply with the laws, rules, regulations, policies, and conditions relating to the loan for this project. Specifically, the District certifies that it has complied, as appropriate, and will comply with the following requirements, as appropriate, in undertaking the Project:

a. **Assurances for capitalization grant projects.**

- i. Complete all facilities for which funding has been provided.
- ii. The Archaeological and Historic Preservation Act of 1974, PL 93-291, and the National Historic Preservation Act of 1966, PL 89-665, as amended, regarding identification and protection of historic properties.
- iii. The Clean Air Act, 42 U.S.C. 7506(c), which requires conformance with State Air Quality Implementation Plans.
- iv. The Coastal Zone Management Act of 1972, PL 92-583, as amended, which requires assurance of project consistency with the approved State management program developed under this Act.
- v. The Endangered Species Act, 16 U.S.C. 1531, et seq., which requires that projects avoid disrupting threatened or endangered species and their habitats.
- vi. Executive Order 11593, Protection and Enhancement of the Cultural Environment, regarding preservation, restoration and maintenance of the historic and cultural environment.

- vii. Executive Order 11988, Floodplain Management, related to avoiding, to the extent possible, adverse impacts associated with floodplain occupancy, modification and development whenever there is a practicable alternative.
- viii. Executive Order 11990, Protection of Wetlands, related to avoiding, to the extent possible, adverse impacts associated with the destruction or modification of wetlands and avoiding support of construction in wetlands.
- ix. The Fish and Wildlife Coordination Act, PL 85-624, as amended, which requires that actions to control natural streams or other water bodies be undertaken to protect fish and wildlife resources and their habitats.
- x. The Safe Drinking Water Act, Section 1424(e), PL 93-523, as amended, regarding protection of underground sources of drinking water.
- xi. The Wild and Scenic Rivers Act, PL 90-542, as amended, related to protecting components or potential components of the national wild and scenic rivers system.
- xii. The federal statutes relating to nondiscrimination, including: The Civil rights Act of 1964, PL 88-352, which prohibits discrimination on the basis of race, color or national origin; the Age Discrimination Act, PL 94-135, which prohibits discrimination on the basis of age; Section 13 of the Federal Water Pollution Control Act, PL 92-500, which prohibits sex discrimination; the Rehabilitation Act of 1973, PL 93-112, as amended, which prohibits discrimination on the basis of handicaps.
- xiii. Executive Order 11246, Equal Employment Opportunity, which provides for equal opportunity for all qualified persons.
- xiv. Executive Orders 11625 and 12138, Women's and Minority Business Enterprise, which require that small, minority, and women's business and labor surplus areas are used when possible as sources of supplies, equipment, construction and services.
- xv. The Coastal Barrier Resources Act, 16 U.S.C. 3501 et seq., regarding protection and conservation of the coastal barrier resources.
- xvi. The Farmland Protection Policy Act, 7 U.S.C. 4201 et seq., regarding protection of agricultural lands from irreversible loss.
- xvii. The Uniform Relocation and Real Property Acquisition Policies Act of 1970, PL 91-646, which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs.
- xviii. The Demonstration Cities and Metropolitan Development Act of 1966, PL 89-754, as amended, which requires that projects be carried out in accordance with area wide planning activities.
- xix. Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Executive Order 11738, which prohibit manufacturers, firms, or other enterprises on the EPA's list of Violating Facilities from participating in the Project.
- xx. Executive Order 12549, Debarment and Suspension, which prohibits any award to a party which is debarred or suspended or is otherwise excluded from, or ineligible for, participation in federal assistance programs.
- xxi. Minority and Women's Business Enterprise participation in project work using numerical goals, established by the U.S. Environmental Protection Agency, and to be set forth in the specifications for construction and materials contracts.

b. Assurances for other projects.

- i. Chapter 161, Part I, F.S., "Beach and Shore Preservation Act" and Part III, "Coastal Zone Protection Act of 1985" which regulate coastal zone construction and all activities likely to affect the condition of the beaches or shore.
- ii. Chapter 163, Part II, F.S., the "Local Government Comprehensive Planning and Land Development Regulation Act" which requires units of local government to establish and implement comprehensive planning programs to control future development.
- iii. Chapter 186, F.S., State and Regional Planning, which requires conformance of projects with Regional Plans and the State Comprehensive Plan.
- iv. Chapter 253, F.S., "Emergency Archaeological Property Acquisition Act of 1988" which requires protection of archaeological properties of major statewide significance discovered during construction activities.
- v. Chapter 258, Part III, F.S., which requires protection of components or potential components of the national wild and scenic rivers system.
- vi. Chapter 267, F.S., the "Florida Historical Resources Act" which requires identification, protection, and preservation of historic properties, archaeological and anthropological sites.
- vii. Chapter 287, Part I, F.S., which prohibits parties convicted of public entity crimes or discrimination from participating in State-assisted projects and which requires consideration of the utilization of Minority Business Enterprises in State-assisted projects.
- viii. Chapter 372, F.S., the Florida Endangered and Threatened Species Act which prohibits the killing or wounding of an endangered, threatened, or special concern species or intentionally destroying their eggs or nest.
- ix. Chapter 373, Part IV, F.S., Florida Water Resources Act of 1972, which requires that activities on surface waters or wetlands avoid adversely affecting: public health, safety, welfare, or property; conservation of fish and wildlife, including endangered or threatened species or their habitats; navigation or the flow of water; the fishing or recreational values or marine productivity; and significant historical and archaeological resources.
- x. Chapter 380, Part I, F.S., Florida Environmental Land and Water Management Act of 1972 as it pertains to regulation of developments and implementation of land and water management policies.
- xi. Chapter 381, F.S., Public Health, as it pertains to regulation of onsite wastewater systems.
- xii. Chapter 403, Part I, F.S., Florida Air and Water Pollution Control which requires protection of all waters of the state.
- xiii. Chapter 582, F.S., Soil and Water Conservation Act which requires conformance with Water Management District's regulations governing the use of land and water resources.
- xiv. Governor's Executive Order 95-359, which requires State Clearinghouse review of project planning documentation and intergovernmental coordination.

The foregoing RESOLUTION NO. 09-07 05 was offered by Commissioner

_____, who moved its approval. The motion was seconded by

Commissioner _____, and being put to a vote the result was as follows:

	AYE	NAY
Commissioner Gary Bauman	_____	_____
Commissioner Claude Bullock	_____	_____
Commissioner Glenn Patton	_____	_____
Commissioner Andrew Tobin	_____	_____
Chairman Charles Brooks	_____	_____

The Chairman thereupon declared Resolution No. 09-07-05 duly passed and adopted the 3rd day of August 2005.

**KEY LARGO WASTEWATER TREATMENT
DISTRICT GOVERNING BOARD**

By _____
Charles Brooks, Chairman

Attest:

Approved as to form and content:

By _____
Carol Walker, Board Clerk

By _____
District Counsel

TABLE 14

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 14

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Rule Change Log #3

Article IX Fees & Charges, Section 9.01 Plan Review Fee (1)

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager

Date: 8-1-05

Originating Department: Commissioner Patton	Costs: \$ Funding Source: Acct. #	Attachments: 1 Rules & Regulations change # 3
Department Review: <input checked="" type="checkbox"/> District Counsel <u>TD</u> <input checked="" type="checkbox"/> General Manager <u>CGJ</u> <input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering <u>EC</u> <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Plan review fees will not be charge for residential connections made by licensed plumbing contractors. Other connections are charged according to the attached rule.

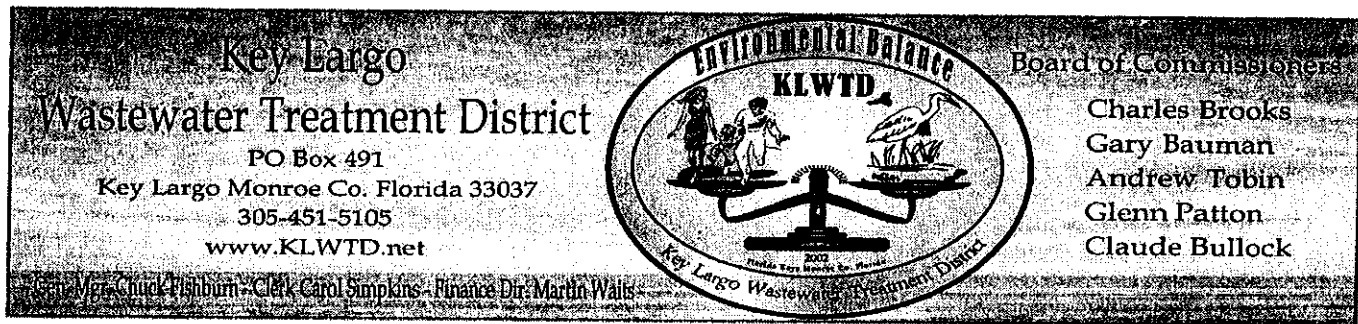
Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised



Rules & Regulations Change Form

Date: Aug. 3, 2005

Rule Change Log # 3

Agenda item # 14 Aug. 3, 2005 Action

Submitted by Commissioner Glenn Patton, revised by Dillon

Present Rule KLWTD

Article IX Fees and Charges

Section 9.01 Plan Review Fee (1)

Proposed Rule or Change

Article IX Fees and Charges

Revise Section 9.01 to read as follows:

Section 9.01 Plan Review and Inspection Fees.

The District provides typical plans and specifications for connection of single-family residences and single unit non-residential buildings with maximum monthly flows of less than 1,000 gallons per day to the District Wastewater Facilities. The District does not charge a fee to review plans or to inspect installations of typical connections by a licensed plumbing contractor.

For all other connections, the District will charge fees according to the following schedule:

- (a) Inspection of single-family residential connection made by a person other than a licensed plumbing contractor: \$50.00.
- (b) Plan review and inspection of multi-family residential connection: \$50/dwelling unit with a minimum charge of \$250.
- (c) Plan review and inspection of non-residential connection. \$50/EDU with a minimum charge of \$250.

Financial Impact of Proposed Rule or Change – input by
No Financial Impact

People Most Effected by Proposed Rule or Change
None known

Precedent - Affected by Proposed Rule or Change – input by

General Positive Impact of Proposed Rule or Change
None

General Negative Impact of Proposed Rule or Change
None known

Legal Considerations – input by District Counsel

KLWTD Managers – Recommendation and Rationale

Date _____
KLWTD Board Action

Approved Proposed Rules _____

With the following amendments;

Vote
C. Brooks _____
G. Bauman _____
A. Tobin _____
C. Bullock _____
G. Patton _____

11/10/15

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 15

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Minutes of July 13 2005 Board Meeting

RECOMMENDED MOTION/ACTION: Approval of minutes with any needed additions, deletions or corrections.

Approved by General Manager

Date: 8-1-05

Originating Department: Board Clerk	Costs: Approximately \$0 Funding Source: Acct. #	Attachments: Minutes of 7.13.05 meeting
Department Review: <input checked="" type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering EC <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

MINUTES

Key Largo Wastewater Treatment District (KLWTD) Board of Commisisoners Meeting



July 13, 2005
98880 Overseas Hwy, Key Largo, FL

The KLWTD Board of Commissioners met for a regular meeting on July 13, 2005 at 5:03 PM. Present were Chairman Charles Brooks, Commissioners, Glenn Patton, and Gary Bauman. Commissioner Andrew Tobin arrived at 5:19 pm. Commissioner Claude Bullock called in at 5:04 pm and participated by phone. Also present were General Manager Charles Fishburn, District Counsel Thomas Dillon, Board Clerk Carol Walker, and all other appropriate District staff.

Chairman Brooks led the Pledge of Allegiance.

Motion: Commissioner Patton made a motion to allow Commissioner Bullock to participate and vote by phone in the Commission meeting of July 13, 2005. Commissioner Bauman seconded the motion.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock			Abstained
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin			Absent
Chairman Charles Brooks	X		

Motion passed 3 to 0

ADDITIONS/DELETIONS TO THE AGENDA.

The following changes were made to the agenda: Chairman Brooks requested that an amendment to the office lease be added, a May payment to Haskell be added, a discussion item concerning a definition of customer be added, a report on the Auditor RFP be added, and the CPH Work Authorization be removed.

Motion: Commissioner Bullock made a motion to approve the agenda as amended. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

PUBLIC COMMENT: The following persons addressed the Commission: Steve Cacciatore, President of the KLTV association asked if the Commission will be voting on rates at the current meeting. Chairman Brooks explained that the vote will be taken on July 20, 2005.

COMMISSIONER'S ROUNDTABLE

Commissioner Bauman stated that he is against any items being discussed that have not been placed on the agenda.

Chairman Brooks asked if the Board had any comments on being involved with the furnishing of the new office building. There were no comments from the Board.

COMMISSIONER'S ITEMS

Parliamentary Procedures

Commissioner Tobin stated that every once in while the Board gets into issues. There are a few standard things that he feels should be written down as policies. Item One: Each Commissioner shall have a limited opportunity to ask questions and make comments before the Chair entertains a formal motion on an item. This shall not preclude the opportunity to engage in additional questions and/or debate after a motion is offered. Item 2: On matters of special importance, including such items as rate setting, special assessments, long-term contracts, and large financial obligations, two affirmative votes at separate meetings shall be required unless four commissioners are satisfied an emergency or other good cause exists to forego the second vote. Item 3: Commissioners shall have the right to ask Staff (Manager, Clerk, Financial Officer, or Attorney) to conduct limited research and prepare materials on an issue without the knowledge or approval of the Board unless staff determines the request will be unduly disruptive or prohibitively expensive. In that case Staff shall comply with the request on a limited basis until such time as the Board decides whether resources should be devoted to an issue.

District Counsel Thomas Dillon explained that Robert's Rules of Order is a suggestion on the official way to run a meeting. The suggestion in Robert's Rules is that the discussion on an item can be efficient much more focused if there had been a motion made. The Board can change this if they would like.

Commissioner Tobin stated that most of the Board is comfortable with having limited discussion before a motion has been made. The Chair still has control of the floor and how much discussion should go forward.

Commissioner Patton suggested that the Rules change form be used to formalize the policies.

Commissioner Bauman said that he agreed with Commissioner Tobin on the three proposed policies.

Commissioner Bullock has worked within the rules but he has the ability to change and can work with the discussion set up either way.

Chairman Brooks has been diametrically opposed to discussion before a motion since he became Chair. The Board had been going off track with a lot of discussion that was not relevant to the item. There are three separate items and they should be tackled as three separate agenda items. There should be a motion for consideration, perhaps three since it is three separate items. Chairman Brooks commented on Commissioner Tobin's remark that he needs feed back from staff at times, and a choice comment from fellow Commissioner's before he is ready. Chairman Brooks said that the time for limited amount of information is before the Commission meeting. Staff prepares an agenda which is delivered to the Board in a timely manner for each Commissioner to review all issues before coming to the Board meeting. It is the responsibility of each Commissioner to review the issues, most particularly those for action, prior to the meeting. Staff is also available for individual Commissioner dialog prior to the meeting to discuss the issues. This goes beyond limited amounts of information and could lead to in-depth details of the issues prior to the meeting. Each Commissioner should arrive at the Board meeting fully knowledgeable on the issues to be discussed. It is unfair to the Commissioners who have done their homework on the issues to sacrifice their valuable time for a Commissioner who has not done his homework to receive his homework in class. The purpose of the parliamentary procedure, which the Board has adopted, is to follow the standard the parliamentary procedure has established in making motions prior to discussion. It is a procedure that has lasted for hundreds of years and is time proven in Roberts Rules of Order. The purpose of the parliamentary procedure is in making a motion it is first establish whether the motion should even be considered by the Board by having a motion with a second. There have been motions die to the lack of a second which meant that there was not enough interest from the Board to bring the issue to the Board. Motion making narrows the issue to the issue and prevents some members from taking advantage of the informality of the meeting by taking up time of the Board in taking up non-related issues, going off on tangents not related to the issue. That only prolongs and delays and interferes with the smooth operation and the clear direction to staff as to the policy of the Board.

On the issues of premature positioning and back sliding Chairman Brooks stated that there are terms that he has not heard of previously. These are handled by the multitude of parliamentary motion handling such as amending and tabling. On the issue of the Chairman retaining authority, the Board member requesting the pre-discussion of issues is the one member, in Chairman Brooks' opinion,

who is most likely unlikely not to yield to the Chair to limit discussion. Chairman Brooks stated that he thinks that the Board has been able to keep an orderly meeting.

The Commission decided by consensus to place the three items separately on the August 3 agenda.

Commissioner Tobin then suggested that an item concerning how Commissioners should get an action item on the agenda be on the August third agenda. The item should have at least two votes during discussion to be placed on the agenda for action.

The Board would like to establish a policy concerning the consent agenda.

ACTION ITEMS

Amendment to the Office Lease with Chris Sante

District Counsel Thomas Dillon explained that the amendment removes the obligation to name Mr. Sante on the liability policy. The District's insurance company will not name him on the policy because he is not a public entity. Mr. Sante has agreed to the amendment.

Motion: Commissioner Tobin made a motion to approve the amendment to the Office Lease with Chris Sante. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

District Financial Officer Compensation

General Manager Charles Fishburn explained that the District Financial Officer, Marty Waits, has been employed on a hourly basis with the District for one year on July 1, 2005. Marty replaced an outside consultant paid \$130 per hour at a rate of \$30 per hour. The Board's committee formed to replace the consultants with local hires projected \$40 per hour for this position.

Marty was employed at \$30 per hour partly because the General Manager had no knowledge of his capabilities other than his resume and an interview. Marty has demonstrated over the past year that he is an outstanding employee of the District.

Mr. Fishburn recommends Marty's hourly rate be raised to \$40 per hour effect July 1, 2005.

Mr. Fishburn urged the Board to be proactive in approving this increase. Islamorada lost their financial person to the private sector recently and are now employing this person back at a rate in excess of \$100 per hour. He would also point out this is not a merit or COLA increase. It is compensating Marty for the value of the job he does for the District.

Commissioner Bauman stated that there needs to be a performance review that covers the employee's strengths, weaknesses, and goals. Mr. Waits does a good job and he deserves the increase but there is still a need to be a performance review first. The public deserves to have a performance evaluation done on each of the District employees each year.

Motion: Commissioner Bauman made a motion to table the item.

Motion died due to a lack of a second.

Commissioner Tobin would like the District to implement a performance review.

Commissioner Bullock concurs with Commissioner Bauman.

Chairman Brooks stated that he wanted to make sure that Mr. Waits increase does not set a precedent in increases. He would like to see in the evaluation availability of an hourly employee.

Motion: Commissioner Bullock made a motion to approve the increase in the District Financial Officer's hourly rate to \$40 an hour effective July 1, 2005. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman		X	
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 4 to 1

Pending Payments List

Motion: Commissioner Bauman made a motion to approve the pending payments list for July 13, 2005 consisting of a May payment to Haskell. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary			

Chairman Charles Brooks	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

DISCUSSION ITEMS

Provision of Wastewater Service in General Rules Change Log #1

Section 3.02 Wastewater Connections

Staff will emphasize that the convenience to the District will rule the decision of the location of the Valve Chambers. Staff was directed to rewrite the rule to say all District property not just valve chambers.

Provision of Wastewater Service In general Rules Change Log #2.

Chairman Brooks had the following comments:

On page 8 paragraph 3 he feels that the paragraph is vague and confusing and that it implies tampering on private property but because of its ambiguity it possible shifts responsibility for reporting tampering that takes place anywhere.

On page 8 paragraph 4 he again feels that the paragraph implies unbridled control and intrusion of property facilities placed there by the owner at the owner's expense. It also gives excessive powers to any individual or any employee of the District. It also categorically states the District will do an investigation regardless of whether or not a claim for tampering is valid and grants control to the District on private property facilities.

On page 8 paragraph 5 he thinks that the paragraph does not seem relevant to wastewater service. It may be lagging from the drinking waterside so how can it determine reduce cost of flow or services if the District is charging by the incoming flow. If tampering were to take place on private property with the sewer line from the residence to the street were strictly an outflow or sewerage flow with no metering device after you implement or charge somebody using this paragraph.

On page 9 paragraph 6 Chairman Brooks thinks this paragraph relates to the laterals or private property facilities. The first part of this paragraph says your are guilty without due process. The paragraph states you must demonstrate your innocence. This paragraph goes further to say the District will be responsible for correcting the tampering on private property.

On page 9 paragraph 7 Chairman Brooks would like to know where can any monetary or economic benefit be in the owner's last occupant damaging a lateral line. Don't the rules state that the residence or commercial properties within a geographical area that has central sewer will be charged

each month for their appropriate service rate regardless whether or not they are connected to the central sewer system.

Page 9 paragraph 8 Again this paragraph throws responsibility onto the consumer the possibility of tampering – if their water bill is reduced, what level implies tampering? What about customers who have drastically high and low in their water consumption. In some cases gone for months at a time.

Commissioner Bullock looks at tampering as someone messing with the water meter and that would fall under the FKAA.

Commissioner Tobin does not think that the rule is strong or broad enough. The District needs to have the authority to confiscate, impound, remove, disconnect, etc any materials, facilities, or pipes that are connected to the wastewater system. Due process can come under “after the fact notice.”

Commissioner Patton thinks that if the District crews find something then the District should have the authority to remove something that is a detriment to a public wastewater facility.

Commissioner Bauman likes the way the rule is written and would only agree to the minor modification.

Chairman Brooks told the Board about a system where the rules and regulations are displayed upon a screen and a person makes the changes to the document as it is discussed. He suggested that the Board may want to consider the system in the future.

Fees and Charges Rules Change Log #3

Section 9.01 Plan Review Fee

Ed Castle reported that the proposed change specifies a minimum fee plus a cost per 100 lineal foot collection main. Generally, collection mains will be in the ROW and will be designed and reviewed as part of project costs. On private property, typically laterals will be installed, with the exception being commercial properties. These may have main, laterals, force main, vacuum pits and pump stations. For simplicity, EDU-based fees are preferable. We can base the fees on EDU's, with the assumption that on average, the fee will pay for the required services. There will, however, be some instances where properties with high EDU counts will have a relatively simple set of plans. Conversely, properties with multiple buildings may have more complex systems.

Fees can be based on infrastructure, but a more comprehensive schedule would need to be generated. I have also seen fees based on a percentage of construction costs. This percentage method, however, may penalize properties with higher restoration costs unless restoration costs are dropped from the calculation. It is also subject to misrepresentation of actual construction costs.

This fee should include costs incurred for plan review, administrative expenses, and construction inspection. I would anticipate that the costs incurred by the District will be approximately 50% engineering review and 50% administrative and inspection.

The title of Section 9.01 might be changed to Connection Review and Inspection Fee or something similar.

Commissioner Patton said that the Change Order Forms can be used to address an issue. The issue now is plan review fees. He would like to see Mr. Castle get together with Mr. Fishburn and come back to a meeting with the language under the proposed rules change first.

Commissioner Tobin would like the Staff to come back with four categories and the true cost of the plan review.

Commissioner Bullock stated that it is not clear to him who the fees are applied to and it needs to be clarified.

Chairman Brooks agrees with the Board on the need for clarity. He does not want the people in the Key Largo Trailer Village to have to pay an additional plan review fee.

Fees and Charges Rules Change Log #6

Section 9.12 Laundromat SDC Fees Non Existent

Commissioner Patton stated that in his opinion, applying the normal SDC charges by calculating the numbers of EDU's based on 167 gallons per day usage would have the financial impact of leading Laundromats into bankruptcy.

Laundromats serve a vital public purpose. Also, low-income local residents that do not have laundry facilities at the current residence have already paid a SDC for the residence. Visitors have also paid a SDC via the commercial hotels having paid their SDC.

Laundromats would still pay the commercial usage rate of \$5.27 per thousand gallons of wastewater with no cap. As a result Laundromats will still basically pay of their usage of the KLWTD system.

Change log 7 also deals with Laundromats and the Board had no comments on either six or seven for change.

Classes of Wastewater Service Rules Change Log #7

Section 5.05 Laundromat Service

Definitions and Construction Terms Rules Change Log #8

Section 42 Definition of Equivalent Dwelling Unit

Commissioner Tobin does not want to change the definition of an EDU. There can be a separate section for a EDU.

District Counsel Thomas Dillon stated that he misunderstood the intention of Commissioner Patton's intent on Laundromats and at this time the change is not appropriate.

Classes of Wastewater Service Rules Change Log #9

Section 5.03

The Board and Staff will consider the intent of the change in Log 9.

Fees and Charges Rules Change Log #10

Section 9.01 System Development Fee (SDC) (16)

Commissioner Tobin said that the District should have a policy for vacant property owners to sign off on the options to hook up to the sewer at the current time.

Ed Castle stated that Brown and Caldwell had been directed to design a plan to serve all the occupied lots and to design a system but put it as a dashed line going past the vacant properties and going down roads that have no homes. Laterals would not be run to vacant lots, just a stub out.

Commissioner Patton pointed out that for every vacant lot that is not charged the cost of an EDU goes up for everyone.

Commissioner Bauman would like to know where the money is going to come from if everyone signs a waiver. He would like to see the District do a break-even analysis.

Commissioner Bullock feels that each piece of property has the potential to be built on and the line should be run to it and the owner charged.

Commissioner Tobin said that if the District is going to go forward with billing vacant lots then a waiver clause allows the District to waive all or part of the fees upon a demonstrated showing that a vacant lot is in Tier One, owned for conservation, unity of title, or a ROGO lot.

Definition of a "Customer"

Commissioner Tobin would like to add "be the owner of the property or the owner's designee, which could also include any person who accepts or receives services, the intent being the owner is the responsible person" to the definition of a "Customer." This would make the owner of the property the responsible party.

District Counsel Thomas Dillon said that it is his intent to ask the State Representative to sponsor an amendment to the District's enabling legislation to give the District the ability to lean property. Mr. Dillon thinks that Commissioner Tobin's item is a good one.

Commissioners Bullock, Patton, and Bauman agree with Commissioner Tobin.

STATUS REPORTS

Monthly Report on KLTV & KLP from Ed Castle

Mr. Castle reported that he has received some shop drawings from ADB and had a preconstruction meeting with them on Tuesday.

The Treatment Plant is on schedule.

The comments have been submitted to CPH on the Lake Surprise/Sexton Cove project and have been received back on July 12, 2005.

Commissioner Bullock expressed concern over not being copied on issues relating to permit issues. Mr. Castle would like to have a letter sent from the Board requesting to be informed.

Project Funding Status Report

Financial Officer Martin Waits invited anyone to give him a call if they have any questions on the report.

Preliminary Report on the Auditor RFP

Mr. Waits reported that the District received two response and they will be ranked and presented at the August 20 meeting.

ADJOURNMENT

After a motion to adjourn by Commissioner Bullock and not seconded Chairman Brooks adjourned the meeting at 8:40 PM.

The KLWTD meeting minutes of July 13, 2005 were approved on August 3, 2005.

Chairman Charles Brooks

Carol Simpkins, CMC
Board Clerk

FEB 16

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 3, 2005

Agenda Item No. 16

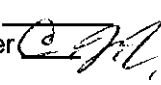

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|--|--|
| <input type="checkbox"/> PUBLIC HEARING
<input type="checkbox"/> DISCUSSION
<input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM
<input type="checkbox"/> STATUS REPORT | <input type="checkbox"/> RESOLUTION
<input type="checkbox"/> BID/RFP AWARD
<input type="checkbox"/> CONSENT AGENDA |
|--|--|

SUBJECT: Pending Payments List for August 3, 2005

RECOMMENDED MOTION/ACTION: Motion to approve pending payments list for August 3, 2005 contingent upon available funds.

Approved by General Manager
Date: 7-29-05



Originating Department: Finance	Costs: Funding Source: Acct. #	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input checked="" type="checkbox"/> Finance 	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

Key Largo Wastewater Treatment District

Payments Pending 08/03/05

Prepared 07/28/05

CONSOLIDATED CASH BALANCE FORWARD

\$ 196,683.64

Administration & Operations

Cash Balance A&O Account Forward \$ 105,659.77

Plus: No Receipts

Less: Office Depot - Chairs, shelves, office eqmt, supplies	2,597.49
Toshiba - Copier Expenses	256.16
Comcast - Cable Service	31.25
Martin Waits - FKA Meeting Mileage	29.87
Key Breeze Engraving - Meeting Name Plates	37.50
Bellsouth - DSL Service / Rollover Line	110.27
Postmaster - Certified Non Ad valorem Notices	4,547.90
VISA - Moving, truck fuel, computer support, misc.	996.55
Ervin Higgs - Property Records	55.50
IIMC - Clerk Certification	50.00
FKEC - Office Electric	186.00
Federal Express - Deliveries	21.33
Cooke Communications - Legal Advertisements	637.73
Sub-total Invoices	<u>9,557.55</u>

\$ (9,557.55)

Cash Balance A&O Account If All Paid \$ 96,102.22

Memo: MSTU Draw #10 Submitted 6/02/05 \$78,534

MSTU Draw #11 Submitted 7/22/05 \$46,929

Key Largo Park

Cash Balance KLP Account Forward \$ (215,706.42)

Plus: No Receipts

Less: No Invoices

0.00

Cash Balance KLP Account If All Paid \$ (215,706.42)

Memo: MC Cesspit Draw #1 Submitted 7/22/05 \$ 17,464

DEP Draw #6 Submitted 7/15/05 \$193,248

Key Largo Trailer Village

Cash Balance KLTV Account Forward \$ 306,730.29

Plus: No Receipts

Less: No Invoices

0.00

Cash Balance KLTV Account If All Paid \$ 306,730.29

Memo: FEMA Draw #8 Submitted 7/20/05 \$1,066,877

DCA Cesspit Draw #1 Submitted 7/22/05 \$ 654,049

North Key Largo Development

Cash Balance NKLD Account Forward (6,576.22)

Less: No Invoices

0.00

Cash Balance NKLD Account If All Paid (6,576.22)

Memo: MC Loan Advance Submitted 7/01/05 \$1,000,000

CONSOLIDATED CASH BALANCE IF ALL PAID

\$ 187,126.09

NOTE: A TOTAL OF \$ 3,057,101 HAS BEEN REQUESTED FOR REIMBURSEMENT OR ADVANCE

Approved for payment:

Charles Brooks, Chairman

Andrew Tobin, Secretary

1/11/1941

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 3, 2005

Agenda Item No. 17

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Purchase of video camera for inspection of plumbing connections.

RECOMMENDED MOTION/ACTION: Approve purchase of video camera

Approved by General Manager _____

Date: _____

Originating Department: General Manager	Costs: \$ 8,519.00 Funding Source: Acct. #	Attachments: Quote from Lawrence Plumbing, Details from Ridgid catalogue
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <i>[Signature]</i> <input checked="" type="checkbox"/> Finance <i>[Signature]</i>	<input checked="" type="checkbox"/> Engineering <i>[Signature]</i> <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

This camera will be used to inspect homeowner plumbing connections to ensure that no rock, gravel, or other debris can enter and damage the vacuum sewer collection system. The camera was field tested, and three quotes were collected.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation

Revised

S1671038 LAWRENCE PLUMBING SUPPLY
31 S.W. 57TH AVENUE
MIAMI FL 33144
Ph 305-266-1571 Fax 305-264-8775

** ACKNOWLEDGE
S1671038
Page # 1

*** C.O.D. *** *** C.O.D. *** *** C.O.D. ***

Bill To:
CASH-CONTRACTORS 13
MIAMI FL 33114

Ship To:
CASH-CONTRACTORS 13
MIAMI, FL 33114

Order Date: 07/28/05 PO# :
Ship Date : 09/16/05 Rel#:
Printed : 07/28/2005 - 04:39pm

Ship Via:
Writer: DUAROM Slsm: HOUSE1
Customer ID#: 64

Ordered	Avail	Shipd	UNIT PRICE	EXTENDED
1)	1ea	83652 200 COLR MIN W/MON+V	8519.000ea	8519.00
*** Special Order ***				
ORDER TOTAL				8519.00 ←
Sales tax				596.33
Invoice Amount				9115.33

No claims of damage/shortage after delivery of goods. Not liable for labor or consequential damages involved with defective/damaged goods. Special order items not returnable. Returns subject to restock charge. Defects subject to factory inspection. Deposits are nonrefundable. Past due accounts subject to service charges. Buyer agrees to pay all collection costs and reasonable attorney fees.
Acknowledged by _____

Diagnostic Equipment

SeeSnake® Pipe Inspection Equipment

Color SeeSnake Systems

For color inspections using the latest technology choose RIDGID SeeSnake Plus.

- All color cameras have 350 lines of resolution for crisp clear images.

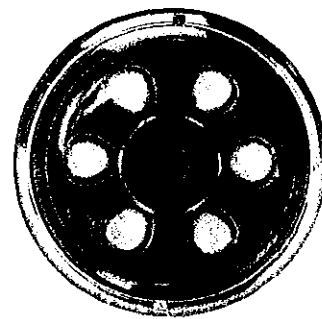


Self-Leveling SeeSnake Plus

Revolutionary Self-Leveling camera built SeeSnake Tough

The new Self-Leveling color video camera combines SeeSnake durability with an innovative, self-leveling camera head for a consistently upright picture. Smaller more durable, and more maneuverable than any other self-leveling camera on the market, this extraordinary camera is compatible with all Standard SeeSnake inspection systems.

All SeeSnake Cameras Include Factory Installed In-Line Transmitters.



- Inspects Lines 2" and Larger
 - 2" 90's
 - 3" P-Traps
- Durable SeeSnake Construction in a Self-Leveling Camera Head
- 6 Rugged High-Intensity Lights
- Tungsten Weighting System
- Unique Bearing and Slip Ring Design

Color SeeSnake Plus

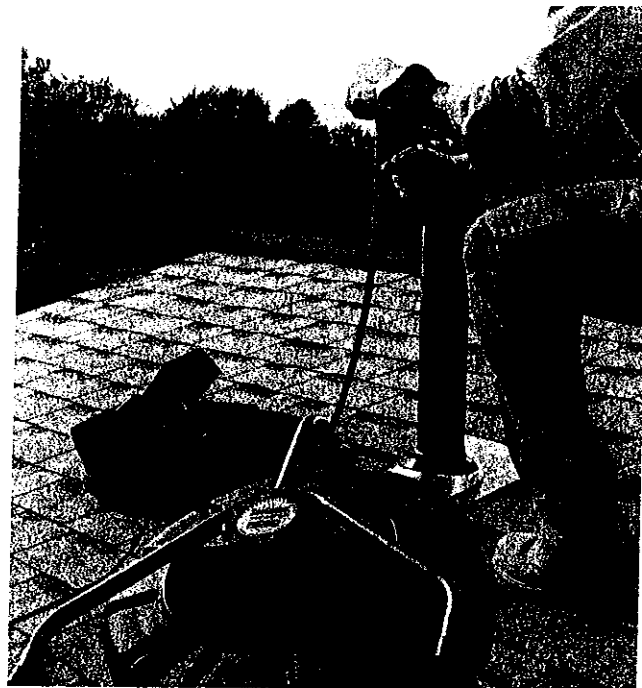
- 6 Rugged High Intensity Lights—Fully Adjustable
- At 1.365" in Diameter the Standard SeeSnake Plus provides you the Versatility you need to get the most out of your Camera Investment



Standard Color SeeSnake Plus

Color Mini SeeSnake Plus

- 3 Rugged High Intensity Lights—Fully Adjustable
- At 1.2" in Diameter the Color Mini SeeSnake Plus provides you the Maneuverability to get through the tightest spots



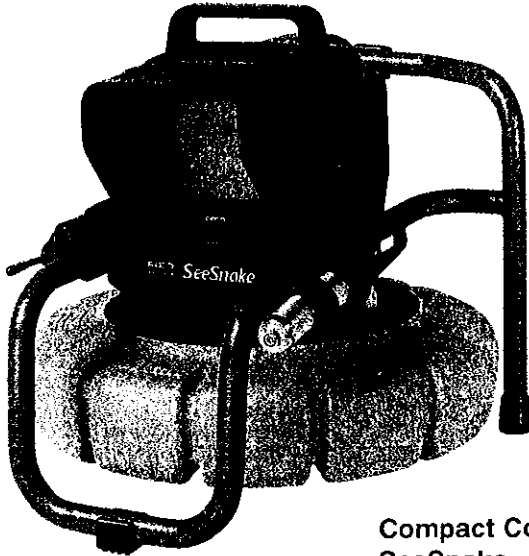
Color Mini SeeSnake Plus

Diagnostic Equipment

SeeSnake® Pipe Inspection Equipment

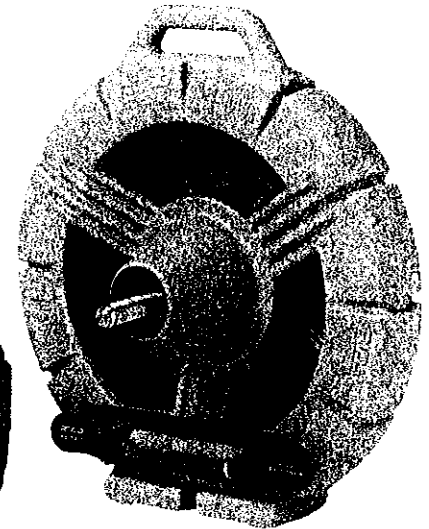
Color SeeSnake Compact and FlatPack

- SeeSnake Quality in a Lightweight Portable System
 - Compact Weighs only 20 lbs.
 - FlatPack Weighs only 11 lbs.
- 3 Rugged High Intensity Lights provide a crisp, clear image



Compact Color
SeeSnake

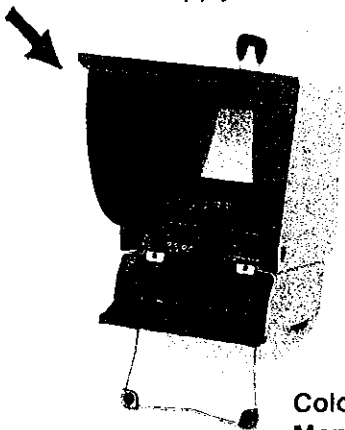
FlatPack
SeeSnake



Choose the Color Monitor that best suits your needs.

All Monitors Include:

- LED Control for Precise Lighting
- Transmitter Activation
- Power Supply



Color
Monitor VCR

Color Video
Toolcase



Color Monitor
Pack



- 10" Color Monitor
- Commercial Grade VCR
- Hands Free Audio Recording
- Volume and Audio Off Control

- High Resolution 5" Clear LED Monitor with Sunshade
- Commercial Grade VCR
- Internal Rechargeable Battery
- DC Car-Type Adapter

- 5" Color LED Monitor
- 14.4V Rechargeable Battery Port
- Plug for use with 115V/230V Outlet
- Video In/Out Jack

See Pages 126 and 127 For Ordering Information

RIDGID

123

TAB 18

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 3, 2005

Agenda Item No. 18

- | | |
|---|--|
| <input type="checkbox"/> PUBLIC HEARING
<input type="checkbox"/> DISCUSSION
<input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM
<input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION
<input type="checkbox"/> BID/RFP AWARD
<input type="checkbox"/> CONSENT AGENDA |
|---|--|

SUBJECT: Purchase of AutoCad 2006.

RECOMMENDED MOTION/ACTION: Approve purchase of AutoCad 2006 software.

Approved by General Manager

Date: 7-24-05

Originating Department: General Manager	Costs: \$ 2,835.00 Funding Source: Acct. #	Attachments: Quote from AutoDesk.
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <u>COJ.L.</u> <input checked="" type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering <u>MHB</u> <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.		Yes I have notified everyone _____ OR Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

This drafting software will simplify and expedite communications with consulting engineers. It will also allow staff to produce or modify drawings in-house when needed.

000000000 00000 000000:

☐ Approved
Revised

☐ Tabled

☐ Disapproved

☐ Recommendation

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Design

► CAICE Visual Transportation

AutoCAD



Built upon a tradition of innovation, this is the 2011 AutoCAD software that results in true out-of-the-box. Migration is easy, deployment is simple, and intuitive make learning a snap. New drafting and annotation Dynamic Blocks and enhanced hatching, eliminating time-consuming workarounds. These new features, with powerful existing tools like the Sheet Set Manager palettes, offer a complete set of tools to manage simple to complex projects. You and your agency will level of efficiency and effectiveness in your every

Find a product by part number:



AutoCAD 2006 Standalone License with Subscription (with Web Support)

Item Number 9701-0104w

Government Price: \$2,835.00

Add

includes tech support + one license

AutoCAD 2006 Standalone License

Item Number 9701-0104

Government Price: \$2,499.00

Add

AutoCAD 2006 New Network License Master with Subscription (with 1 Year)

Item Number 9701-0104mw

Government Price: \$3,396.00

Add

AutoCAD 2006 New Network License Master

Item Number 9701-0104m

Government Price: \$3,060.00

Add

AutoCAD 2006 Network License Bump with Subscription (with Web Support)

Item Number 9701-0104nw


Government Price: \$3,396.00

Add

AutoCAD 2006 Network License Bump


Item Number 9701-0104n

Government Price: \$3,060.00

 Add**AutoCAD 2006 Network License Activation Fee**


Item Number 9701-0104nf

Government Price: \$510.00

 Add**AutoCAD 2006 Subscription with Web Support - 1 Year**


Item Number 9701-0104xw

Government Price: \$336.00

 Add**AutoCAD 2006 Subscription Renewal - 1 Year**


Item Number 9701-0104nr

Government Price: \$336.00

 Add**AutoCAD 2006 Subscription Late Processing Fee - Per License**


Item Number 9701-0104rf

Government Price: \$80.00

 Add**AutoCAD 2006 Upgrade from AutoCAD 2005 with Subscription (with 1 Year**


Item Number 9701-0104aw

Government Price: \$732.00

 Add**AutoCAD 2006 Upgrade from AutoCAD 2005**

Item Number 9701-0104a

Government Price: \$396.00

 Add**AutoCAD 2006 Upgrade from AutoCAD 2004 with Subscription (with 1 Year**

Item Number 9701-0104bw

Government Price: \$1,132.00

 Add**AutoCAD 2006 Upgrade from AutoCAD 2004**


Item Number 9701-0104b

Government Price: \$796.00

 Add**AutoCAD 2006 Upgrade from AutoCAD 2002 with Subscription (with 1 Year**

Item Number 9701-0104cw

Government Price: \$1,532.00

 Add**AutoCAD 2006 Upgrade from AutoCAD 2002**

Item Number 9701-0104c


Government Price: \$1,196.00

 Add

**AutoCAD 2006 Crossgrade from AutoCAD LT 2004-2006 with Subscri
Support) - 1 Year**

Item Number 9701-0104dw

Government Price: \$2,682.00

 Add

AutoCAD 2006 Crossgrade from AutoCAD LT 2004-2006

Item Number 9701-0104d


Government Price: \$2,346.00

 Add

**AutoCAD 2006 Crossgrade from AutoCAD LT 2002 with Subscription
Support) - 1 Year**

Item Number 9701-0104ew


Government Price: \$2,682.00

 Add

AutoCAD 2006 Crossgrade from AutoCAD LT 2002

Item Number 9701-0104e

Government Price: \$2,346.00

 Add

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TABLE 19

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 19

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Paperless Meetings

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 7-29-05

Originating Department: General Manager	Costs: Approximately \$8,000 Funding Source: FY Budget 2006 Acct. #	Attachments
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Paperless meetings is a misnomer in that I would still envision meeting books to be published and delivered. Laptop computer for less than \$1,000 per board member would provide all board members the minimum level of computer to communicate with staff. At board meetings the laptops would provide commissioner with an organized meeting book without the confusion of add-ons. When the agenda is revised during the meeting the laptops would display the revised agenda. The laptops would also provide commissioners up to date information for other meeting in the Keys.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

11/15/20

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: August 3, 2005

Agenda Item No. 20

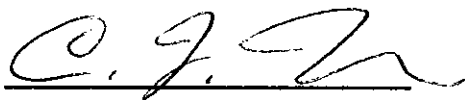
- | | |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING
<input checked="" type="checkbox"/> DISCUSSION
<input type="checkbox"/> GENERAL APPROVAL OF ITEM
<input type="checkbox"/> STATUS REPORT | <input type="checkbox"/> RESOLUTION
<input type="checkbox"/> BID/RFP AWARD
<input type="checkbox"/> CONSENT AGENDA |
|--|--|

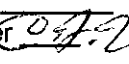

SUBJECT: Preliminary FY 2006 Operating Budget

RECOMMENDED MOTION/ACTION: None

Approved by General Manager

Date: 7-29-05



Originating Department: Finance	Costs: Funding Source: Acct. #	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input checked="" type="checkbox"/> Finance 	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: A report on FY 2005 actual performance compared to Budget as background, followed by presentation of the first draft of the FY 2006 Operating Budget and 5-year Plan, which has been prepared by staff to solicit Commissioner's comments, suggestions and general input.

The preliminary FY 2006 Capital Budget will be presented at the meeting on August 17th.

Final FY 2006 budget approval is anticipated no later than the meeting on September 7th.

PRELIMINARY FY 2006 OPERATING BUDGET

Background:

Page No.

FY 2005 Actual vs. Budget - 9 months

1

FY 2005 Outlook vs. Budget - Full Year

2

Preliminary Budget Presentation:

Revenues and Administrative Expenses

3

Revenue and Administrative Expense Assumptions

4

System Operating Expenses, Professional Services & Non-operating Expenses

5

Operating Expense, Professional Service & Non-operating Expense Assumptions

6

Supporting Information:

FY 2006 Salary Budget

7

System Operating Personnel Forecast

8

Vehicle Expense Forecast

9

KLWTD
Operating Budget vs. Actual
October 1, 2004 through June 30, 2005

	June 30 YTD	Budget YTD	Fav (Unfav) To Budget	Total FY2005 Budget	Note: Grant Funding
Operating Revenue					
311001 · MSTU Ad Valorem Taxes	\$ 311,435	\$ 540,000	\$ (228,565)	\$ 827,685	
343605 · Wastewater Capacity Fees	-	-	-	81,000	
343617 · Grant Operating Reimbursement	See note	31,950	See note	42,823	109,175
343608 · Miscellaneous Service Charges	-	2,250	(2,250)	3,000	
361001 · Investment Earnings	1,277	730	547	1,000	
Total Revenues	312,712	574,930	(262,218)	\$ 955,508	
Operating Expenses					
511001 · Board Meeting Compensation	29,700	33,900	4,200	45,000	
512000 · Employee Payroll					
512010 · General Manager	51,957				15,505
512020 · Board Clerk	39,088				663
513010 · Finance Officer	27,328				1,525
513011 · Inspector/Engineer	3,779				50,688
512000 · Employee Payroll - Other	-	146,800			
Total 512000 · Employee Payroll	122,152	146,800	24,648	195,700	68,381
511200 · Payroll Taxes					
511211 · P/R Tax - FICA	7,397				2,961
511212 · P/R Tax - Medicare	1,730				693
511213 · P/R Tax - FUTA	551				
511200 · Payroll Taxes - Other	-	13,811			
Total 511200 · Payroll Taxes	9,678	13,811	4,133	18,414	3,654
511000 · General Administrative Expenses					
511011 · Rents & Leases	7,425	21,300	13,875	30,000	
511013 · Utilities	1,163	4,300	3,137	6,128	
511012 · Telephone	5,259	4,500	(759)	6,000	
511007 · Legal Advertisements	5,439	3,600	(1,839)	4,818	
511008 · Office Supplies	8,746	3,375	(5,371)	4,500	
511003 · Postage Expense	3,411	1,750	(1,661)	2,330	
511002 · Copy Expense	2,292	8,150	3,858	8,200	
511010 · Travel	1,941	1,500	(441)	2,000	
511214 · Workers Comp Insurance	7,645	6,000	(1,645)	6,000	
511015 · Liability Insurance	8,512	7,500	(1,012)	7,500	
511009 · Dues & Subscriptions	475	240	(235)	325	
515002 · Regulatory / Permit Fees	-	1,500	1,500	2,000	
511006 · Miscellaneous Expenses	6,800	1,390	(5,410)	1,850	
511099 · Reserve For Contingencies	4,075	3,600	(475)	4,778	
Total 511000 · General Administrative Expenses	63,183	66,705	3,522	86,429	
514000 · Professional Services					
514010 · Computer Support	834	8,500	7,666	10,000	
514006 · Audit & Accounting Services	10,520	10,600	80	10,600	
514005 · Engineering Services	24,636	42,200	17,564	50,000	
514007 · Project Planning Contingency	-	90,000	90,000	120,000	
514003 · Utility Rate Consultant	25,000	10,500	(14,500)	15,000	
514001 · Legal - General Counsel	31,780	45,000	13,220	60,000	16,194
514002 · Legal - Litigation Reserve	-	14,000	14,000	20,000	20,861
512005 · GSG Management Services	1,194	15,500	14,306	20,000	85
Total 514000 · Professional Services	93,964	236,300	142,336	305,600	37,140
591000 · Non-Operating Expenses					
591001 · Capital Expenditures A&O	2,518	11,400	8,882	15,000	
591002 · Renewal & Replacement Transfer	-	-	-	4,365	
591003 · Transfer To Operating Reserve	-	-	-	204,000	
591004 · Transfer To Capital Reserve	-	-	-	81,000	
Total 591000 · Non-Operating Expenses	2,518	11,400	8,882	304,365	
Total Expenses	321,195	508,916	187,721	955,508	109,175
Surplus (Deficit)	\$ (8,483)	\$ 66,014	\$ (74,497)	\$ -	

KLWTD
Operating Budget vs. FY 2005 OUTLOOK
October 1, 2004 through September 30, 2005

	<u>FY 2005</u>	<u>FY 2005</u>	<u>Fav (Unfav)</u>	<u>Note:</u>
	<u>OUTLOOK</u>	<u>BUDGET</u>	<u>To Budget</u>	<u>Grant</u>
				<u>Funding</u>
Operating Revenue				
311001 · MSTU Ad Valorem Taxes	\$ 433,000	\$ 827,685	\$ (394,685)	
343605 · Wastewater Capacity Fees	-	81,000	(81,000)	
343617 · Grant Operating Reimbursement	See note	42,823	See note	139,485
343608 · Miscellaneous Service Charges	-	3,000	(3,000)	
361001 · Investment Earnings	3,000	1,000	2,000	
Total Revenues	<u>436,000</u>	<u>955,508</u>	<u>(519,508)</u>	
Operating Expenses				
511001 · Board Meeting Compensation	42,000	45,000	3,000	
512000 · Employee Payroll				
512010 · General Manager	72,000			20,000
512020 · Board Clerk	52,000			1,000
513010 · Finance Officer	36,000			2,000
513011 · Inspector/Engineer	6,600			70,000
512000 · Employee Payroll - Other	-	195,700		
Total 512000 · Employee Payroll	<u>166,600</u>	<u>195,700</u>	<u>29,100</u>	<u>93,000</u>
511200 · Payroll Taxes				
511211 · P/R Tax - FICA	9,968			3,500
511212 · P/R Tax - Medicare	2,332			900
511213 · P/R Tax - FUTA	700			
511200 · Payroll Taxes - Other	-	18,414		
Total 511200 · Payroll Taxes	<u>13,000</u>	<u>18,414</u>	<u>5,414</u>	<u>4,400</u>
511000 · General Administrative Expenses				
511011 · Rents & Leases	18,050	30,000	11,950	
511013 · Utilities	2,450	6,128	3,678	
511012 · Telephone	7,700	6,000	(1,700)	
511007 · Legal Advertisements	7,000	4,818	(2,182)	
511008 · Office Supplies	13,000	4,500	(8,500)	
511003 · Postage Expense	4,700	2,330	(2,370)	
511002 · Copy Expense	3,100	8,200	5,100	
511010 · Travel	2,600	2,000	(600)	
511214 · Workers Comp Insurance	7,650	6,000	(1,650)	
511015 · Liability Insurance	8,500	7,500	(1,000)	
511009 · Dues & Subscriptions	600	325	(275)	
515002 · Regulatory / Permit Fees	-	2,000	2,000	
511006 · Miscellaneous Expenses	8,600	1,850	(6,750)	
511099 · Reserve For Contingencies	7,000	4,778	(2,222)	
Total 511000 · General Administrative Expenses	<u>90,950</u>	<u>86,429</u>	<u>(4,521)</u>	
514000 · Professional Services				
514010 · Computer Support	1,500	10,000	8,500	
514006 · Audit & Accounting Services	10,500	10,600	100	
514005 · Engineering Services	29,000	50,000	21,000	
514007 · Project Planning Contingency	-	120,000	120,000	
514003 · Utility Rate Consultant	25,000	15,000	(10,000)	
514004 · Financial Advisor	10,000	-	(10,000)	
514001 · Legal - General Counsel	40,000	60,000	20,000	22,000
514002 · Legal - Litigation Reserve	-	20,000	20,000	20,000
514012 · Legal - Bond Counsel	3,000	-		
512005 · GSG Management Services	1,194	20,000	18,806	85
Total 514000 · Professional Services	<u>120,194</u>	<u>305,600</u>	<u>185,406</u>	<u>42,085</u>
591000 · Non-Operating Expenses				
591001 · Capital Expenditures A&O	4,000	15,000	11,000	
591002 · Renewal & Replacement Transfer	-	4,365	4,365	
591003 · Transfer To Operating Reserve	-	204,000	204,000	
591004 · Transfer To Capital Reserve	-	81,000	81,000	
Total 591000 · Non-Operating Expenses	<u>4,000</u>	<u>304,365</u>	<u>300,365</u>	
Total Expenses	<u>436,744</u>	<u>955,508</u>	<u>518,764</u>	<u>139,485</u>
Surplus (Deficit)	<u>\$ (744)</u>	<u>\$ -</u>	<u>\$ (744)</u>	

FY 2006 PRELIMINARY OPERATING BUDGET ASSUMPTIONS

Revenues and Administrative Expenses

<u>Line No.</u>	<u>Account</u>	
REVENUES:		
2	Wastewater Service Revenue	90% KLTv, KLP and Calusa EDU's billed beginning April 1, 2006. Northern components EDU's begin billing mid-2008, adding through 2010. (PRMG basis)
3	MSTU Revenue	Assumes 90% of Administrative and Professional Services will be reimbursed for administration, planning and implementation of capital projects.
5	Miscellaneous Income	Need to define District fee schedule (plan reviews, penalties, other fee services)
8	System Development Fees	After 90% factor, 15% KLTv & KLP (85 EDU's) pay SDC assessment in 2006, and 15% Calusa & NC in 2007.
9	Non Ad valorum Assessments	After 90% factor, 20 year assessment revenues. KLTv & KLP only in 2006, add Calusa & NC in 2007. (PRMG est.)
ADMINISTRATIVE EXPENSES:		
19	Administrative Payroll	Excludes amount charged to capital projects. See Schedule A for total salaries and split to projects (pg. 7).
21 / 22	Retirement & Health Insurance	New employee benefits
24	Billing Service	Estimated FKAA charge \$2.50 per monthly bill. Currently developing exact cost and ILA.
27	Liability Insurance	District staff guesstimate. Waiting for FMIT estimate.

FY 2006 PRELIMINARY OPERATING BUDGET ASSUMPTIONS

System Operating Expenses, Professional Services and Non-Operating Expenses

<u>Line No.</u>	<u>Account</u>
SYSTEM OPERATING EXPENSES:	

43 / 47	Operating Personnel Cost	Assumes District operates treatment plant. See Schedule B for staffing plan (pg. 8)
48	Property Insurance	FY 2006 based on \$1.8 million plant value, greater of 5% or \$10,000 windstorm deductible.
49	Vehicle Expense	District truck leased 5 years. Purchase additional vehicle in 2007 & 2009. See Schedule C for expenses (pg. 9)
50 / 58	Treatment Costs	Based on PRMG "typical" model and Weiler Engineering model. Assumes operation March, 2006.

PROFESSIONAL SERVICES:

61 / 69	Various Professional Services	Assumes continuing requirement for services of types utilized in FY 2005.
---------	-------------------------------	---

NON-OPERATING EXPENSES:

73	Capital Expenditures - Operating	Reflects purchase of vehicles in 2007 and 2008.
74	Renewal & Replacement Reserve	5% of Wastewater Service Revenues
75	Debt Service Transfer	Monroe County \$100,000 loan for administrative start up expenses in FY 2003 due Sept. 30, 2006.
77	Debt Service Transfer	Monroe County 12.5% FEMA match funding (\$914,285) due in 10 equal installments beginning FY 2007.
80	Transfer To Capital Reserve	SDC and Non Ad valorem Assessment revenue (incl. interest) restricted to use in funding additional capital projects.

Schedule A

FY 2006 SALARY BUDGET

<u>Position</u>	<u>Annual Compensation</u>	<u>Months</u>	<u>Salary Budget</u>	<u>A&O</u>		<u>Projects</u>	
				<u>%</u>	<u>\$</u>	<u>%</u>	<u>\$</u>
General Manager	\$92,000	12	\$92,000	75	\$69,000	25	\$23,000
Finance Officer	48,000	12	48,000	95	45,600	5	2,400
Clerk to the Board	53,000	12	53,000	100	53,000	0	0
Customer Service Clerk	28,000	3	7,000	100	7,000	0	0
Staff Engineer	72,000	12	72,000	10	7,200	90	64,800
Inspector	63,000	12	63,000	0	0	100	63,000
Merit Increases (5% annual avg.)			16,750	50	8,375	50	8,375
TOTAL			\$351,750	54%	\$190,175	46%	\$161,574

Schedule B

SYSTEM OPERATING PERSONNEL FORECAST

	<u>FY 2006</u>	<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>
Lead Operator:					
Salary	\$52,000	\$54,600	\$57,330	\$60,197	\$63,206
Months Worked	9	12	12	12	12
Annual Expense	39,000	54,600	57,330	60,197	63,206
Operator:					
Salary	38,000	39,900	41,895	43,990	46,189
Months Worked	4	6	12	12	12
Annual Expense	12,667	19,950	41,895	43,990	46,189
System Maintenance:					
Salary	38,000	39,900	41,895	43,990	46,189
Months Worked	3	6	12	12	12
Annual Expense	9,500	19,950	41,895	43,990	46,189
TOTAL ANNUAL EXPENSE	\$61,167	\$94,500	\$141,120	\$148,176	\$155,585

Schedule C

VEHICLE EXPENSE FORECAST

	<u>FY 2006</u>	<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>
Vehicle No. 1					
Lease Expense	\$2,630	\$2,630	\$2,630	\$2,630	\$1,300
Fuel	2,600	2,678	2,758	2,841	2,926
Insurance	1,400	1,470	1,544	1,621	1,702
Maintenance	1,000	1,030	1,061	1,093	1,126
Annual Expense	7,630	7,808	7,993	8,184	7,054
Vehicle No.2					
Fuel	1,300	1,339	1,379	1,421	1,463
Insurance	700	1,470	1,544	1,621	1,702
Maintenance	500	1,030	1,061	1,093	1,126
Annual Expense	2,500	3,839	3,984	4,134	4,290
Vehicle No. 3					
Fuel			1,379	1,420	1,463
Insurance			772	1,621	1,702
Maintenance			1,061	1,093	1,126
Annual Expense			3,212	4,134	4,291
TOTAL ANNUAL EXPENSE	\$10,130	\$11,647	\$15,188	\$16,453	\$15,635

FAB 21

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No.

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Rule Log #10

Article IX Fees & Charges, Section 9.01 System Development Fee (SDC) (16)

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager

Date: 7-24-05

Originating Department: Commissioner Patton	Costs: \$ Funding Source: Acct. #	Attachments: Rules & Regulations change # 10
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Vacant lots will be assessed the same system development charge as lots with homes.

Resulting Board Action:

☒ Approved


☐ Tabled

☐ Disapproved

☐ Recommendation Revised

Key Largo
Wastewater Treatment District
 PO Box 491
 Key Largo Monroe Co. Florida 33037
 305-451-5105
 www.KLWTD.net

Gen. Mgr. Chuck Fishburn - Clerk Carol Simpkins - Finance Dir. Martin Waits



Board of Commissioners

Charles Brooks
 Gary Bauman
 Andrew Tobin
 Glenn Patton
 Claude Bullock

Rules & Regulations Change Form

Date: June 29, 2005

Rule Change Log # 10

Agenda item # 21 Aug 3, 2005 Discussion _____ Action _____

Present Rule KLWTD

Article IX Fees and Charges

Section 9.01 System Development Fee (SDC) (16) Non-existent

(16) SDC for unimproved residential parcel - Non-existent

Proposed Rule or Change

Article IX Fees and Charges

Section 9.01 System Development Charge (SDC) (15)(vi)

(vi) The initial SDC for a vacant parcel will be the same as the SDC for a residential parcel improved with one Dwelling Unit. Upon development of the parcel, the District may revise the SDC to reflect actual permitted construction.

Financial Impact of Proposed Rule or Change

Submitted by Commissioner Glenn Patton

KLWTD Com Glenn Patton - In my opinion, the PRMG Report has established a reasonable and fair System Development Charge for owners of unimproved parcels of land.

The KLWTD SDC rate is consistent with other SDC's in Monroe Co. Also, the total cost of providing a Wastewater system per EDU is \$10,000+, so the residential properties are getting a major improvement for less than 50% of the actual capital cost of the improvement.

PRMG – KLWTD Report May 31, 2005 Pate 4-7

The cost per EDU for the KLWTD collection facilities is estimated at \$11,236 per connection. This amount is also based in large part on project cost estimates that are not contracted as of the date of this report. **For the Key Largo Trailer Village and Key Largo Park projects, currently under contract, the cost is approximately \$8,000 per connection, including vacant lots (which may or may not be developable). Excluding vacant lots, the cost of these current collection projects is approximately \$9,900 per connection.** Since it is envisioned that a system-wide extension charge for the entire KLWTD system is implemented, it is necessary to rely on the system-wide cost estimate for the entire collection system. After applying known grants, including a \$20.0 million contribution expected from Monroe County bond proceeds, the adjusted collection system cost per equivalent connection is approximately \$7,650.

People Most Effected by Proposed Rule or Change

Precedent Affected by Proposed Rule or Change – input by PRMG

In the R&R, the KLWTD has established the right to extent wastewater services to unimproved parcels that is in the best interest of the District.

Article VI. Provision of Wastewater Service to Unimproved Parcels

Section 6.01 Unimproved Parcel in an Improved Subdivision.

In a case where the District is constructing Wastewater Facilities within an improved subdivision, the District will, in its discretion, **provide Wastewater Facilities to unimproved parcels within the subdivision when the District concludes that the best interests of the District would be served thereby.** In order to request such provision of facilities, the Owner or lawful occupant of the parcel must do the following:

General Impact of Proposed Rule or Change

The following is a direct quote from the PRMG Report page 4-9...

Assessment program

To avoid burdening new customers with a large upfront payment of the combined system development charges, the KLWTD has expressed interest in developing a twenty-year assessment program. At each customer's discretion, in lieu of the upfront system development charges, an annual non-ad valorem assessment would be charged through the Monroe County Property Appraiser and billed as part of the annual property tax bill. Based on the estimated cost of borrowed funds for KLWTD, the annual assessment for a typical single-family residential customer would be approximately \$348.00 per year over a twenty-year period as calculated below:

Estimate of Annual Assessment

Capacity Charge	\$2,700
Extension Charge	<u>2,070</u>
Total	\$4,770
Annual Amortization [1]	\$328.08
Plus: Administrative Costs [2]	<u>6.56</u>
Subtotal	\$334.64
Adjustment for Allowable Discounts [3]	<u>13.39</u>
Total Annual Assessment Before Discount	\$348.03
Discount	\$348.03
Assessment Amount per Month	<u>\$29.00</u>

[1] Based on 20 year amortization at 3.25% annual interest rate.

[2] Amount reflects estimated 2.0% administrative cost for preparation of assessment roll.

[3] Amount reflects inclusion of 4.0% to account for property owners paying tax bill early and receiving 4.0% discount.

) Therefore, the monthly cost of the total system development charges for a typical single-family residential customer would be approximately \$29.00 per month over twenty years.

Legal Considerations – input by District Counsel

I have revised the suggested revision to Section 9.02(15)(vi), and to make it consistent with the remainder of the SDC provision.

KLWTD Managers – Recommendation and Rationale

Date _____

KLWTD Board Action

Approved Proposed Rules _____

With the following amendments;

) Vote

C. Brooks	_____
G. Bauman	_____
A. Tobin	_____
C. Bullock	_____
G. Patton	_____

11/12/68

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 22

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Rule Log #12

Article 1 N/A New Section 1.14 Meeting Procedures

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 8-1-05

Originating Department: Commissioner Patton	Costs: \$ Funding Source: Acct. #	Attachments: Rules & Regulations change # 12
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <u>C. J. Patton</u> <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Rules & Regulation change form addressing "Roberts Rules", General discussion, bulk items, and two meetings to approve agenda items.

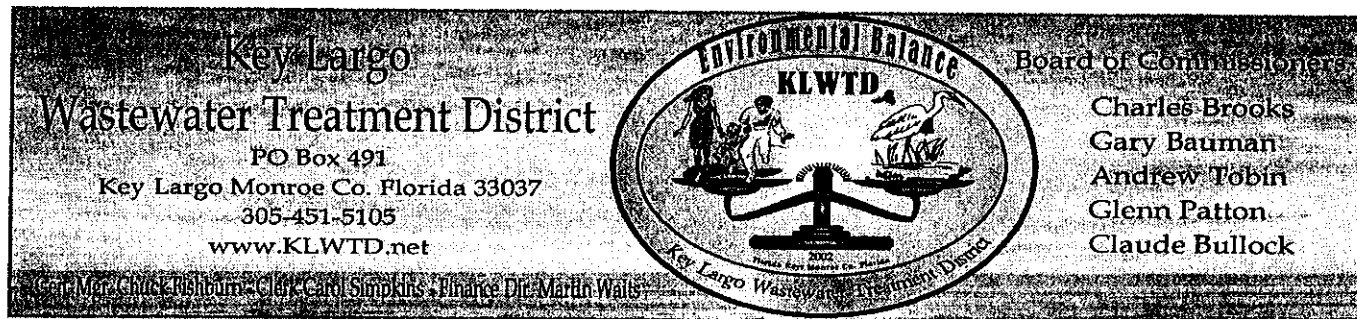
Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised



Rules & Regulations Change Form

Date: July 29, 2005

Rule Change Log # 12

Agenda item #

Present Rule KLWTD

Article	I
Section	N/A

Proposed Rule or Change

New Section 1.14, as follows:

Section 1.14 Meeting Procedures

In conducting meetings, the District will be guided by Robert's Rules of Order. The Chair may, on a duly adopted motion to suspend the rules, depart from Robert's Rules of Order as necessary or appropriate to facilitate the conduct of business.

A matter may be placed on the agenda for a meeting by any Commissioner or the General Manager. The normal practice of the District is to discuss a matter at the first meeting at which it is placed on the agenda, and to defer any action on the matter to a subsequent meeting. However, the Board may, by duly adopted motion, decide to take action on the matter at the first meeting at which the matter is discussed, or direct staff to conduct research and prepare materials for use by the Board at a subsequent meeting.

The chair may allow a general discussion of a matter of interest to the Board prior to any motion being made or seconded with regard to that matter, and such discussion will not preclude further discussion as may be necessary or appropriate prior to a vote on the matter.

With respect to any pending matter, the Board may entertain a secondary motion to require that the matter be subject to reconsideration at a subsequent meeting.

The Chair may direct that a matter be placed on the agenda of a meeting as a "Bulk Item." If any Commissioner requests that a matter be removed from the Bulk Items portion of the agenda, the matter will be designated as a separate item for discussion and/or action. All matters included in the Bulk Items portion of the agenda may be adopted by a single vote and without discussion.

Financial Impact of Proposed Rule or Change – input by

People Most Affected by Proposed Rule or Change

Precedent Affected by Proposed Rule or Change – input by

General Positive Impact of Proposed Rule or Change

General Negative Impact of Proposed Rule or Change

Legal Considerations – input by District Counsel

KLWTD Managers – Recommendation and Rationale

Date _____
KLWTD Board Action

Approved Proposed Rules _____

With the following amendments;

Vote
C. Brooks _____
G. Bauman _____
A. Tobin _____
C. Bullock _____
G. Patton _____

11A1B23

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 23

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: WA for Sexton Cove Collection System

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 7-29-05

Originating Department: Engineering	Costs: \$ Funding Source: Acct. #	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: The work authorization no. 2 with CPH Engineers continues to be refined with input by staff and CPH

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

1611 AB 24

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Aug 3, 2005

Agenda Item No. 24

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Engineering Monthly Status Report

RECOMMENDED MOTION/ACTION: No action required.

Approved by General Manager

Date: 7-29-05

Originating Department: Ed Castle Engineering	Costs: \$ Funding Source: Acct. #	Attachments: Mo. Report & Maps
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

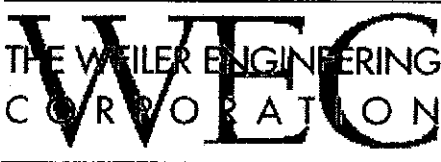
Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised



"Excellence in Engineering"

20020 Veterans Boulevard., Suite 7
Port Charlotte, FL 33954
(941) 764-6447 ph
(941) 764-8915 fax

Key Largo Wastewater Treatment District Engineering Status Report Period Ending 07/28/05

Client Issues

Rules and Policies

Ed Castle reviewed the draft District rules and reviewed the Rule Change Forms and comments submitted by Board members and staff. He provided comments on several of these Change Forms and suggested language and procedures for the Plan Review Fee Change Form. He also filled out a Rule Change Form proposing a change to Article III Section 3.12. He has participated in the Board discussions of the rules during the Board meetings.

Key Largo Park

The Key Largo Park preconstruction meeting was held on July 12th. It was attended by representatives from ADB, FCAA, WEC and District staff. Project scheduling was discussed, with a preliminary schedule to be submitted by day's end. It was noted that while a number of submittals had been received, there were still several to be provided. These were requested. A project safety manual was also requested. It was decided to have weekly progress meetings with ADB for the time being. There have been two subsequent meetings held.

The survey is to begin on Friday, July 29th. Excavation for vacuum pits is slated to begin on Monday, August 1st. ADB will transfer 29 vacuum pits that were purchased by the District to their construction yard. ADB has been asked to break their unit price for vacuum pits into two components, purchase price and installation. This will allow for the District to direct purchase vacuum pits to realize the savings in sales tax.

ADB intends to pursue directional drilling as a vacuum main installation procedure where feasible. They are coordinating these efforts with Denny Moss of AirVac. Where directional drilling is not an option, the piping will be installed by conventional open trenching.

Key Largo Trailer Village

Installation of vacuum pits and gravity service laterals continued in May. The vacuum collection system is approximately 75% completed at this time. Trenching and pipe installation on Tarpon Basin Drive and the cross streets was nearly completed by the end of the reporting period.

KLTV Treatment Plant

Lake Surprise Project

The Board approved Work Authorization No. 1 with CPH at the July 20th Board meeting. This work authorization gave the go-ahead for the engineering firm to begin performing the scope of work for design of the force main system along US 1 from the Lake Surprise area up to the treatment plant site as outlined in the authorization.

The CPH proposal for the design of the collection systems for the Lake Surprise basin and the Largo Gardens basin was reviewed by WEC during this period and comments were provided to CPH through the District Manager. Modification of the conditions of the proposal were requested to make the proposal more similar in form to the approved force main proposal. Negotiations on pricing have also begun.

Review of the Arcadis/MWH proposal for the wastewater treatment and disposal systems continued in this period. A revised proposal was received in July and is currently under review. Comments are expected to be submitted to the District Manager by the end of the month.

Haskell Pay Applications

Final corrections to Haskell Pay Application No. 20 for work performed in May were received in July and payment was approved by the Board. Pay Application No. 21 was also received, processed and approved in the same period.

The Board approved the Haskell additive change order for the switch to AirVac equipment in July. The deductive change orders for the direct purchase of the AirVac equipment and the Fluidyne equipment were also approved.

Regulatory Compliance Issues

It has been reported that the final submittal of information requested by the FDEP for the Environmental Resources Permit has been provided. According to the Haskell Project Manager, the FDEP intends to issue the ERP at this time.

Project Team Meetings and Actions

Ed Castle attended the scheduled Board meetings on July 6th, July 13th, and July 20th. He also met with KLWTD staff on those dates prior to the Board meetings. He also attended the preconstruction meeting for Key Largo Park on July 12th and two subsequent progress meetings on July 20th and 27th. He also attended the weekly District Staff meeting on July 11th by telephone. Dan Saus attended the two subsequent Staff meetings on July 18th and 25th, also by telephone. Ed Castle also attended a KLV construction progress meeting on July 13th.

Ed Castle, Dan Saus and Dave Gile of WEC performed construction inspection throughout the period.

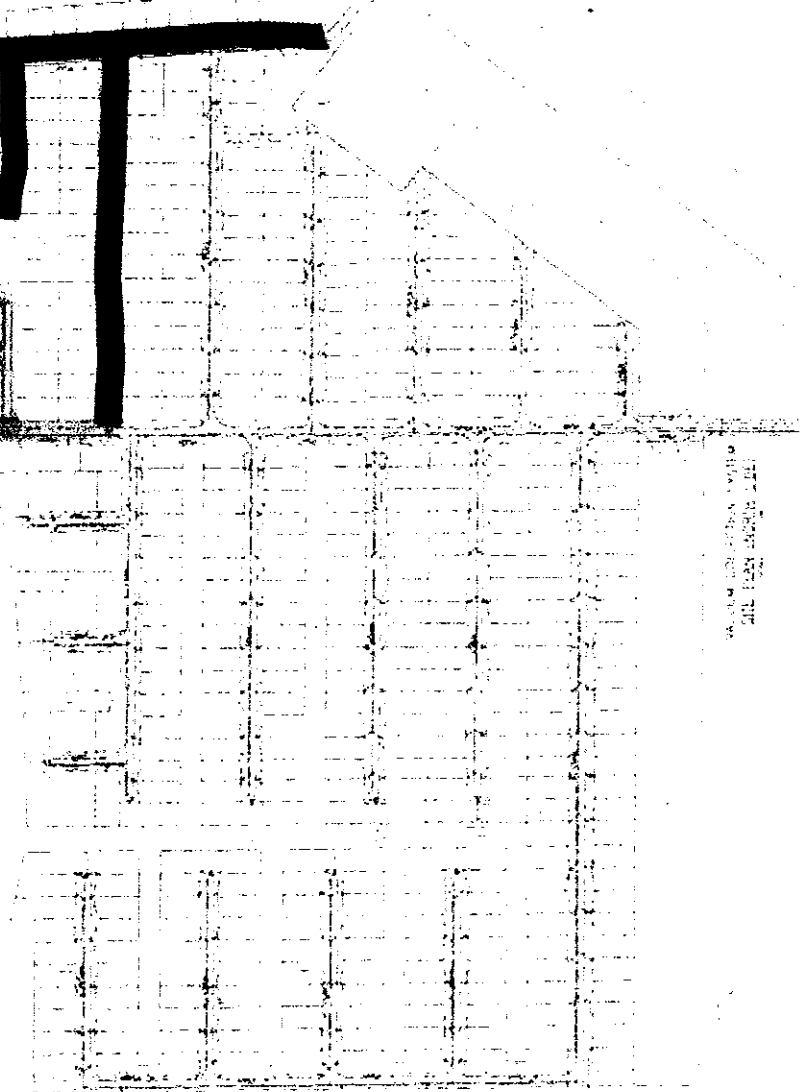
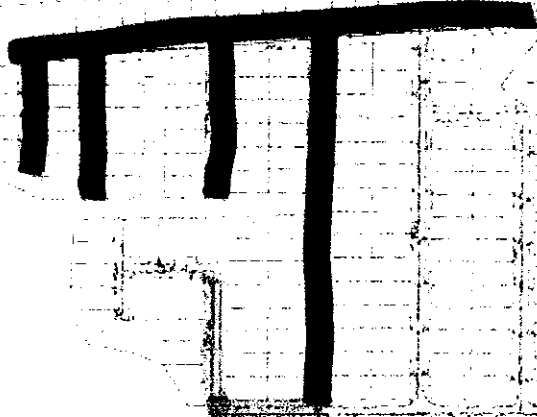
KEY LARGO TRAILER VILLAGE

PROJECT STATUS

Progress Chart & Date

7/28/05

<input type="checkbox"/>	Pipe Installed
<input type="checkbox"/>	Pit/vac. chamber
<input type="checkbox"/>	Streets completed



Key Largo Blvd
Key Largo Ave

Key Largo Blvd
Key Largo Ave



RESOLUTION NUMBER KLWTD 2005-XX

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT RELATING TO THE CONSTRUCTION AND FUNDING OF WASTEWATER COLLECTION, TRANSMISSION, AND TREATMENT FACILITIES WITHIN THE DISTRICT; ESTABLISHING THE TERMS AND CONDITIONS OF PROPOSED SPECIAL ASSESSMENTS TO FUND THE FACILITIES; ESTABLISHING A PUBLIC HEARING TO CONSIDER IMPOSITION OF THE PROPOSED SPECIAL ASSESSMENTS AND THE METHOD OF THEIR COLLECTION; ESTABLISHING PROCEDURES FOR NOTICE AND ADOPTION OF ASSESSMENT ROLLS AND FOR CORRECTION OF ERRORS AND OMISSIONS; DIRECTING THE PROVISION OF NOTICE IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, AS FOLLOWS:

ARTICLE I

DEFINITIONS AND INTERPRETATION

SECTION 1.01. DEFINITIONS. As used in this Resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires.

“Adjusted Prepayment Amount” means the amount required to prepay the Assessments for each Tax Parcel against which a non-ad valorem assessment is levied pursuant to this Resolution: (A) following issuance of the Original Obligations as computed pursuant to Section 5.02(A) hereof and revised annually pursuant to Section 5.02(E) hereof, and (B) following issuance of any Refunding Obligations, as computed pursuant to Section 5.01(B) hereof and revised annually pursuant to Section 5.02(E) hereof.

“Annual Assessment Resolution” means the resolution adopted by the District approving an Assessment Roll for a specific Fiscal Year.

“Annual Debt Service Component” means the amount computed for each Tax Parcel pursuant to Section 5.02(A) hereof.

“Assessment” means an annual special assessment imposed against real property within the Assessment Area to fund the Project Cost of Wastewater Management Facilities to serve the

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/3/2005

Assessment Area and related expenses, computed in the manner described in Section 5.02 hereof.

"Assessment Roll" means a non-ad valorem assessment roll relating to the Project Cost of the District Wastewater Management Facilities.

"Assessment Area" means the proposed initial Wastewater Assessment Area described in Section 4.01 hereof.

"Assessment Coordinator" means the person designated by the District to be responsible for coordinating Assessments, or such person's designee.

"Board" means the Board of Commissioners of the Key Largo Wastewater Treatment District.

"Capital Cost" means all or any portion of the expenses that are properly attributable to the acquisition, design, construction, installation, reconstruction, renewal, or replacement (including demolition, environmental mitigation, and relocation) of the Wastewater Management Facilities, and imposition of the Assessment under generally accepted accounting principals; and including reimbursement to the District for any funds advanced for Capital Cost and interest on any interfund, intrafund, or temporary construction loan for such purposes.

"Collection Cost" means the estimated cost to be incurred by the District during any Fiscal Year in connection with the collection of Assessments including, but not limited to, costs associated with billing and collection, financing charges, and other charges or costs associated with the use of the Uniform Assessment Collection Act.

"Collection Cost Component" means the amount computed for each Tax Parcel pursuant to Section 5.02(B) hereof.

"District" means the Key Largo Wastewater Treatment District.

"District Borrowing Rate" means the District's weighted average borrowing rate based on the average interest rate of debt instruments issued by the District to fund the Project Cost of the Wastewater Management Facilities which are secured by proceeds of the Assessments.

"District Obligation" means an Original Obligation or Refunding Obligation secured by proceeds of the Assessments.

"Dwelling Unit" means a single unit designated or intended for one-family occupancy (a household of one or more persons), including, but not limited to, one single-family house, one-half of a duplex, one apartment, one residential condominium unit (whether in a single-unit

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/3/2005

building or a multiple-unit building) one mobile home, or a recreational vehicle space not regulated under Chapter 513, F.S.

“Equivalent Dwelling Unit” or **“EDU”** means a system capacity equivalency unit corresponding to an average of one hundred and sixty-seven (167) gallons per day of potable water usage.

“Excluded Parcel” means a Tax Parcel that is determined by the District to be property that will not receive a special benefit from construction of the District Wastewater Management Facilities because the property has not been improved, and is not likely to be improved, with facilities or structures that generate, or might generate, sewage that will be managed by the District Wastewater Management Facilities.

“Final Assessment Resolution” means the resolution that will confirm, modify, or repeal this Resolution and that will be the final proceedings for imposition of Assessments described in this Resolution.

“Fiscal Year” means the period commencing on October 1 of each year and continuing through the next succeeding September 30, or such other period as may be prescribed by law as the fiscal year of the District.

“Initial Prepayment Amount” means the amount required for each Tax Parcel as set forth in Exhibit 3.01 hereof to prepay the Assessment in full.

“Laundromat” means laundromat a business that provides commercial self-service and non-self-service laundry facilities to the public, consisting of washing machines, dry cleaning machines, and clothing dryers, in any combination.

“Original Obligations” means that portion of a series of bonds or other evidence of indebtedness, including without limitation notes, commercial paper, capital leases, or any other obligations issued or incurred to finance the Project Cost of the District Wastewater Management Facilities.

“Preliminary Assessment Roll” means a non-ad valorem assessment roll relating to the Assessment Program described in Section 3.01 hereof.

“Project Cost” means (A) the aggregate Initial Prepayment Amount of all Tax Parcels subject to the Assessment prior to any prepayments, (B) the Transaction Cost associated with the District Obligations attributable to District Wastewater Management Facilities, (C) interest accruing on such District Obligations for such period of time as the District deems appropriate,

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/3/2005

(D) the debt service reserve fund or account, if any, established for the District Obligations attributable to District Wastewater Management Facilities, and (E) any other costs or expenses related thereto.

“Property Appraiser” means the Monroe County Property Appraiser.

“Refunding Obligations” means a series of bonds or other evidence of indebtedness issued or incurred by the District to refund all or any portion of the Original Obligations or any indebtedness issued to refinance the Original Obligations.

“Resolution” means this initial assessment Resolution.

“State” means the State of Florida.

“Statutory Discount Amount” means the amount computed for each Tax Parcel subject to the Assessments pursuant to Section 5.02(C) hereof.

“System Development Charge” or **“SDC”** means the District's charge to each owner of property. The SDC is expected to recover approximately 40% of the Capital Costs related to the construction of the Wastewater Management Facilities attributable to the Tax Parcels covered by this Resolution.

“Tax Collector” means the Monroe County Tax Collector.

“Tax Parcel” means a parcel of real property to which the Property Appraiser has assigned a distinct ad valorem property tax identification number.

“Tax Roll” means the real property ad valorem tax assessment roll maintained by the Property Appraiser for the purposes of the levy and collection of ad valorem taxes.

“Transaction Cost” means the costs, fees, and expenses incurred by the District in connection with the issuance and sale of any series of Obligations, including without limitation (A) rating agency and other financing fees; (B) the fees and disbursement of bond counsel and disclosure counsel, if any; (C) the underwriter's discount; (D) the fees and disbursements of the District's financial advisor; (E) the costs of preparing and printing the Obligations; (F) the fees payable in respect of any bond or reserve account insurance policy; (G) administrative, development, credit review, and all other fees associated with any pooled commercial paper or similar interim financing program; (H) any private placement fees; and (I) any other costs of a similar nature incurred in connection with the issuance of such Obligations.

“Uniform Assessment Collection Act” means the method of collecting non-ad valorem assessments provided in Chapter 197.3632, Florida Statutes.

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/3/2005

“Wastewater Management Facilities” means all facilities acquired, designed, constructed, installed, reconstructed, renewed, or replaced by the District for the purpose of collecting, transporting, and treating wastewater and disposing of the byproducts of such treatment. In general, Wastewater Management Facilities may be characterized as one of three types: collection system, transmission main, and treatment plant.

SECTION 1.02. INTERPRETATION. Unless the context indicates otherwise, words importing the singular number include the plural number, and vice versa; the terms “hereof,” “hereby,” “herein,” “hereto,” “hereunder,” and similar terms refer to this Resolution; the term “hereafter” means after the effective date of this Resolution; the term “heretofore” means before, the effective date of this Resolution. Words of any gender include the correlative words of the other gender, unless the sense indicates otherwise.

**ARTICLE II
FINDINGS**

SECTION 2.01. FINDINGS. It is hereby ascertained, determined, and declared that:

A. Pursuant to the Key Largo Wastewater Treatment District Act (Chapter 2002-337, Florida Statutes) and the Uniform Special District Accountability Act of 1989 (Chapter 189, Florida Statutes), the Key Largo Wastewater Treatment District possesses, among other powers, the powers to:

1. Perform such acts as shall be necessary for the sound planning, acquisition, development, operation, and maintenance of a wastewater management system within the District, including all business facilities necessary and incidental thereto;
2. Adopt resolutions and policies as necessary for implementation, regulation, and enforcement, consistent with the purposes of the District;
3. Plan, develop, purchase or otherwise acquire, construct, reconstruct, improve, extend, enlarge, equip, repair, maintain, and operate any wastewater management system and facilities within the territorial limits of the District;
4. Assess and impose ad valorem and non-ad valorem assessments upon the lands in the District, as provided by the Key Largo Wastewater Treatment District Act and the Uniform Assessment Collection Act; and
5. Do all acts or things necessary or convenient to carry out the powers expressly granted in the Key Largo Wastewater Treatment District Act.

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/3/2005

- B. On or about December 29, 2004, the Board adopted a resolution expressing its intent to use the Uniform Method of Collecting Non-Ad Valorem Assessments.
- C. Thereafter, the District entered into written agreements with the Property Appraiser and the Tax Collector in connection with the assessment and collection of non-ad valorem assessments.
- D. The District has entered into contracts for the design and construction of Wastewater Management Facilities to serve the District, including the portion of the District described in this Resolution as the Assessment Area, and these Wastewater Management Facilities will be capable of providing wastewater management services in the 2006 Fiscal Year.
- E. Construction and operation of the Wastewater Management Facilities will provide a special benefit to real property located within the Assessment Area by providing access to the sewer system, eliminating the present need for onsite sewage treatment and disposal facilities on the real property located within the Assessment Area, eliminating existing illegal and inadequate onsite sewage treatment and disposal facilities on the real property located within the Assessment Area, and preventing further pollution of the ground water and surface waters under, on, and adjacent to the real property within the Assessment Area.
- F. The Assessment established by this Resolution has been the subject of considerable research into the projected needs of the District for capital funding, the various possible methods of determining the amount of System Development Charges for the apportionment of Capital Costs among the properties to be assessed. Among other things, the Board contracted with Public Resources Management Group, Inc. ("PRMG") to conduct a study and make recommendations as to wastewater rates and SDC's. On or about May 31, 2005, PRMG delivered to the Board the results of its study in a document entitled "Financial Forecast and Wastewater Rate Analysis." The Board held a public hearing on July 3, 2005 to receive public comments on the proposed wastewater rates and SDC's.
- G. As a result of these efforts, on July 20, 2005, the Board accepted the PRMG recommendations, and adopted a method of calculation of SDC's to be imposed against real property located within the Assessment Area. The amounts to be collected as SDC's

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/3/2005

total about 40% of the Capital Cost of District Wastewater Management Facilities constructed, and to be constructed, by the District and allocated to the Tax Parcels covered by this Resolution.

- H. At that time, the Board established a special classification for Laundromats for the purpose of calculating SDC's. The District determined that, for that purpose only, a Laundromat is to be counted as having one EDU. This determination was based on the Board's finding that the vast majority of Laundromat customers are either residents of the District or guests at hotels, motels, and other guest accommodations within the District and that the SDC's to be paid on account of those residences and guest accommodations will be sufficient to provide capacity for sewage generated by Laundromats.
- I. The method for calculating SDC's for residential and non-residential customers is a fair and reasonable apportionment of costs among the properties to be assessed under this Resolution.
- J. The use of the Uniform Assessment Collection Act is a convenient and secure method to ensure collection of all SDC's to be collected by the District. Use of this method will enhance the ability of the District to borrow funds at reasonable rates in order to further develop and expand the Wastewater Management Facilities.
- K. The Assessment established by this Resolution is imposed by the District, and not Monroe County. Any activity of the Property Appraiser or Tax Collector in connection with this Resolution and the non-ad valorem assessment shall be solely ministerial.

ARTICLE III

NOTICE AND PUBLIC HEARING

SECTION 3.01. PRELIMINARY ASSESSMENT ROLL. Attached to this Resolution as Exhibit 3.01 is a Preliminary Assessment Roll showing the Tax Parcels to be assessed, and the Initial Prepayment Amount for each Tax Parcel, if paid as a lump sum prior to October 1, 2005, as well as the Assessment to be assessed in November 2005 if the Assessment is not paid as a lump sum prior to October 1, 2005. The estimated Capital Costs to be collected by virtue of this non-ad valorem Assessment, in the approximate amount of \$TO BE DETERMINED represent a portion of the total funds which will be applied, along with grants, other non-ad valorem assessments, the proceeds of District Obligations, and other funds toward construction of Wastewater Management Facilities to be acquired, designed, constructed, installed,

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/3/2005

reconstructed, renewed, and replaced at a total Capital Cost estimated at \$140,000,000. At present, the District has not incurred District Obligations. However, the Board expects to incur District Obligations in Fiscal Year 2006 in the principal sum of \$15,000,000, more or less. The Board intends to levy non-ad valorem assessments on Tax Parcels located throughout the District as Wastewater Management Facilities become capable of serving those Tax Parcels.

SECTION 3.02. PUBLIC HEARING. The Board will conduct a public hearing at 5:00 p.m., or as soon thereafter as the matter can be heard, on August 31, 2005, at the District Office located at 98880 Overseas Highway, Key Largo, Florida, to consider:

- A. Imposition of Assessments; and
- B. Collection of the Assessments under Chapter 197.3632, Florida Statutes.

SECTION 3.03. NOTICE BY PUBLICATION AND BY MAIL. The District Clerk shall publish and mail notices of the public hearing in the manner required by the Uniform Assessment Collection Act not later than August 10, 2005.

ARTICLE IV

GENERAL PROVISIONS WITH RESPECT TO ASSESSMENTS

SECTION 4.01. DESCRIPTION OF PROPOSED ASSESSMENT AREA. The proposed Assessment area shall include the Tax Parcels listed on the Preliminary Assessment Roll. These Tax Parcels are located within the District in or adjacent to the following subdivisions:

- A. Key Largo Trailer Village,
- B. Key Largo Park, and
- C. Sunset Waterways.

The parcels to be assessed include only those parcels capable of being served by a collection system located within the road easement adjacent to the parcel. The specific Tax Parcels and the Initial Prepayment Amount for each Tax Parcel, if paid as a lump sum prior to October 1, 2005, as well as the Assessment to be assessed in November 2005 if the Assessment is not paid as a lump sum prior to October 1, 2005, are listed in Exhibit 3.01. The Tax Parcels affected by this Resolution are depicted graphically in Exhibit 4.01.

SECTION 4.02. ASSESSMENTS. Assessments shall be imposed for each Fiscal Year in which any portion of the District Obligations remains outstanding, the amount of which shall be computed in accordance with Sections 5.02(D) and Section 5.02(E) hereof. Upon the adoption

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/3/2005

of the Annual Assessment Resolution for each Fiscal Year, Assessments to be collected by means of the Uniform Assessment Collection Act shall constitute a lien upon the assessed parcels, equal in rank and dignity with the liens of all state, county, district, or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles, and claims, until the ad valorem tax bill for such year is otherwise paid in full pursuant to the Uniform Assessment Collection Act. The lien shall be deemed perfected upon adoption by the District of the Annual Assessment Resolution and shall attach to the real property included on the Assessment Roll as of the prior January 1, the lien date for ad valorem taxes.

SECTION 4.03. INITIAL PREPAYMENT AMOUNT. Upon adoption of the Final Assessment Resolution, the Initial Prepayment Amount for each Tax Parcel will become due. The Initial Prepayment Amount for each Tax Parcel covered by this Resolution is equal to the SDC calculated for that Tax Parcel. The method for calculating SDC's was adopted by the District as Rule 9.01(15) of the District rules, and is summarized as follows:

- A. Residential Tax Parcels. For residential wastewater Service, the SDC is the sum of:
 - 1. \$1,700 per Dwelling Unit for wastewater treatment plant capacity, plus
 - 2. \$1,000 per Dwelling Unit for force main – pipe capacity, plus
 - 3. \$2,070 for connection to the wastewater system.
- B. Non-Residential Tax Parcels. For non-residential wastewater service, the SDC is the sum of:
 - 1. \$1,700 per EDU for wastewater treatment plant capacity;
 - 2. \$1,000 per EDU for force main – pipe capacity; plus
 - 3. \$2,070 or actual cost of connection, whichever is greater, for connection to the wastewater system.
- C. Laundromats. For purposes of calculating SDC's, a Laundromat shall be counted as one EDU, regardless of actual historic water consumption.
- D. Hotels, Motels, and Facilities regulated under Chapter 513, Florida Statutes. Wastewater service to hotels, motels, and facilities regulated under Chapter 513, F.S., and other similar facilities is non-residential wastewater service.
- E. Vacant lots. The initial SDC for a vacant Tax Parcel will be the same as the SDC for a Residential Tax Parcel improved with one Dwelling Unit.

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/3/2005

- F. For purposes of calculating EDU's for commercial properties, the District will use the average of the three highest months in the most recent 36 months of consumption data (in gallons) available to the District from the Florida Keys Aqueduct Authority. The resulting average is divided by 5,010, and the quotient is rounded up to the next whole number.

SECTION 4.04. INITIAL PREPAYMENT OPTION. Prior to October 1, 2005, the owner of each Tax Parcel subject to assessment shall be entitled to prepay the Assessment in full, by payment of the Initial Prepayment Amount shown in Exhibit 3.01, hereof. The amount of all prepayments made pursuant to this Section 4.04 shall be final. The District shall not be required to refund any portion of a prepayment.

SECTION 4.05. EXCLUDED PARCELS. The owner of Tax Parcel listed on an Assessment Roll may request that the Tax Parcel be excluded from the Assessment Roll. Such a request shall be made in writing and filed with the District Clerk. The District will consider as grounds for exclusion of a Tax Parcel, any facts that show the Tax Parcel to be an Excluded Parcel, as defined in this Resolution. Typical examples of Excluded Parcels are listed by way of example and not by way of limitation:

- A. The Tax Parcel is not improved and cannot be improved consistent with existing zoning regulations or other legal constraints;
- B. The Tax Parcel is not improved and cannot be improved due to physical conditions of the property that preclude improvement;
- C. The Tax Parcel is a property that has been aggregated with one or more other properties, and the aggregated parcels will receive Wastewater Service as a single aggregated property.

SECTION 4.06. INCORRECTLY ASSESSED PARCELS. The owner of a Tax parcel listed on an Assessment Roll may request that the Initial Prepayment Amount be revised. Such a request shall be made in writing and filed with the District Clerk. The District will consider as grounds for revision of the Initial Prepayment Amount any facts that show that the Initial Prepayment Amount for the Tax Parcel was computed erroneously. Typical examples of such facts are listed by way of example and not by way of limitation:

- A. The Tax Parcel will receive a class of wastewater service that is different from the class of Wastewater Service upon which the Initial Prepayment Amount was computed;

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/3/2005

- E. Board Review. Upon issuance of the recommended decision, the District Clerk will place the recommended decision on the Board agenda for a meeting not less than thirty (30) days after issuance of the recommended decision. Within fifteen (15) days after mailing of the recommended decision, the owner may request that the Board hold a public hearing on the request for review, specifying any disputed facts that the owner considers to be material to the decision. At the meeting at which the Board is scheduled to consider the request for review, the Board may decide to accept or modify the recommended decision, or, if the Board concludes that there are disputed issues of material fact, the Board may schedule a public hearing on the request for review. The Board's decision to accept or modify the recommended decision, or the Board's decision on the request for review after a public hearing, shall be the final District action on the request for review.

ARTICLE V
ASSESSMENTS

SECTION 5.01. ADJUSTED PREPAYMENT AMOUNT. Adjusted Prepayment Amounts shall be calculated for each Tax Parcel subject to this Resolution, as follows: the Adjusted Prepayment Amount for each Tax Parcel shall be revised annually, as provided in Section 5.02(E) hereof.

SECTION 5.02. COMPUTATION METHOD. The Assessments shall be computed pursuant to the Assessment Program described in this Article V. The Assessments will be imposed for Fiscal Year 2006 and each succeeding Fiscal Year in which any portion of the Assessment Obligations remains outstanding, and will be collected on the ad valorem tax bill in the manner authorized by the Uniform Assessment Collection Act. The annual Assessment shall be computed for each Tax Parcel, other than those Tax Parcels as to which the entire Assessment has been prepaid.

- A. Annual Debt Service Component. The "Annual Debt Service Component" shall be calculated for each Fiscal Year in which the Initial Prepayment Amount (or Adjusted Prepayment Amount, if applicable) of the Tax Parcel is outstanding as follows:

1. The Assessment Coordinator shall first calculate an annual interest rate computed as the lesser of (i) the District Borrowing Rate, or (ii) an interest rate equal to eight percent (8%) per year.

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/3/2005

2. The Assessment Coordinator shall next calculate the amount of principal due for the Tax Parcel by dividing (i) the Tax Parcel's Initial Prepayment Amount (or Adjusted Prepayment Amount, if applicable), by (ii) the number of remaining years the Assessment is payable, which shall initially be for a period of twenty (20) years.
3. The Assessment Coordinator shall then determine the interest payable by multiplying (i) the annual interest rate computed in (1) above, by (ii) the Initial Prepayment Amount (or Adjusted Prepayment Amount, if applicable.)
4. The Annual Debt Service Component is then calculated as the sum of the amounts determined in (2) and (3) above.

B. Collection Cost Component. The "Collection Cost Component" shall be computed each Fiscal Year for each Tax Parcel by (1) dividing (a) the Adjusted Prepayment Amount (or for the initial Assessment Roll, the Initial Prepayment Amount) for such Tax Parcel, by (b) the sum of the aggregate Adjusted Prepayment Amounts (or for the initial Assessment Roll, the aggregate Initial Prepayment Amount of all Tax Parcels, and (2) multiplying the result by the Collection Cost.

C. Statutory Discount Amount. The "Statutory Discount Amount" shall be computed for each Tax Parcel as the amount allowed by law as the maximum discount for early payment of ad valorem taxes and non-ad valorem assessments. Such amount will be calculated by deducting (1) the sum of (a) the Annual Debt Service Component and (b) the Collection Cost Component, from (2) the amount computed by dividing (a) the sum of (i) the Annual Debt Service Component and (ii) the Collection Cost Component, by (b) the factor of 0.96.

D. Annual Assessment. The annual Assessment for each Tax Parcel shall be computed as the sum of (1) the Annual Debt Service Component, (2) the Collection Cost Component, and (3) the Statutory Discount Amount.

E. Revision of Adjusted Prepayment Amount. Upon certification of the Assessment Roll for each Fiscal Year, the Adjusted Prepayment Amount for each Tax Parcel shall be recomputed by deducting (1) the principal component of the Annual Debt Service Component determined in Section 5.02(A) above and included on the Assessment Roll for the Tax Parcel, from (2) the Adjusted Prepayment Amount utilized to compute the annual Assessment included on the Assessment Roll for such Tax Parcel.

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/3/2005

SECTION 5.03. OPTIONAL PREPAYMENT.

- A. The owner of each Tax Parcel subject to the Assessments shall be deemed to have prepaid all future unpaid Assessments upon payment of an amount equal to the sum of (1) the most recently calculated Adjusted Prepayment Amount for such Tax Parcel, plus (2) the product of (a) the most recently calculated Adjusted Prepayment Amount for such Tax Parcel and (b) the most recently calculated District Borrowing Rate times the number of days elapsed in the calendar year on the date of prepayment, divided by 365.
- B. During any period commencing on the date the annual Assessment Roll is certified for collection pursuant to the Uniform Assessment Collection Act and ending on the next date on which unpaid ad valorem taxes become delinquent, the District may reduce the amount required to prepay the future unpaid annual Assessments for the Tax Parcel by the amount of the Assessment that has been certified for collection with respect to such Tax Parcel.
- C. The amount of all prepayments made pursuant to this Section 5.03 shall be final. The District shall not be required to refund any portion of a prepayment.

SECTION 5.04. MANDATORY PREPAYMENT.

- A. The owner of a Tax Parcel subject to the Assessment shall immediately prepay all future unpaid annual Assessment for such Tax Parcel if (1) the Tax Parcel is acquired by a public entity (other than the District) through condemnation, negotiated sale, or other wise, or (2) a tax certificate has been issued and remains outstanding in respect of the Tax Parcel and the District, at its sole option, elects to accelerate the Assessment.
- B. The amount required to prepay the future unpaid annual Assessments will be calculated in the same manner as the amount calculated under Section 5.03(A) hereof.
- C. During any period commencing on the date the annual Assessment Roll is certified for collection pursuant to the Uniform Assessment Collection Act and ending on the next date on which unpaid ad valorem taxes become delinquent, the District may reduce the amount required to prepay the future unpaid annual Assessments for the Tax Parcel by the amount of the Assessment that has been certified for collection with respect to such Tax Parcel.
- D. The amount of all prepayments made pursuant to this Section 5.04 shall be final. The District shall not be required to refund any portion of a prepayment.

Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/3/2005

ARTICLE VI

GENERAL PROVISIONS

SECTION 6.01. METHOD OF COLLECTION. The Assessments shall be collected pursuant to the Uniform Assessment Collection Act.

SECTION 6.03. SEVERABILITY. If any clause, section, or provision of this Resolution shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said Resolution shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

SECTION 6.04. CONFLICT. In the event that any portion of this Resolution, or application thereof, conflicts with any State or federal law, such State or federal law shall prevail.

SECTION 6.05. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption by the District.

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Key Largo Wastewater Treatment District
Assessment Resolution
Draft 8/3/2005

PASSED AND ADOPTED this 16th day of March, 2005.

KEY LARGO WASTEWATER TREATMENT
DISTRICT GOVERNING BOARD

By _____
Charles Brooks
Its Chair

Attest:

By _____
Andrew Tobin
Its Secretary

Approved as to form and content:

By _____
District Counsel

Exhibit 3.01. Preliminary Assessment Roll

Exhibit 4.01. Tax Parcel Maps

CALCULATION OF AMORTIZED RATE FOR FISCAL 2006:

Debt Service Component

1. District Borrowing Rate = 0 (Ref §5.02(A)(1))
2. Principal Due = IPP divided by 20 (Ref §5.02(A)(2))
3. Interest payable = 0 (Ref §5.02(A)(3))
4. Debt Service Component = line 2 + line 3 (Ref §5.02(A)(4))

Collection Cost Component

1. Estimated = \$2.00 (Based on Tax Collector flat fee of \$1,000.00) (Ref §5.02(B))

Statutory Discount

Total of Debt Service Component + Collection Cost Component divided 0.96; minus total of Debt Service Component and Collection Cost component (Ref §5.02(C))

Assessment

Debt Service + Collection Cost + Statutory Discount (Ref. §5.02(D))

Sample single family residential – SDC is \$4,770.00:

District Borrowing Rate = 0

Debt Service Component

\$4,770/20 =

\$238.50

Collection Cost Component

2.00

Statutory Discount

Debt Service Component + Collection Cost Component

\$240.50

Debt Service Component + Collection Cost Component /0.96

250.52

Minus Debt Service Component + Collection Cost Component

240.50

Statutory Discount

10.02

Fiscal 2006 assessment

Total Debt Service Component + Collection Cost Component + Statutory Discount

250.52

\$20.88/month

Sample non-residential – SDC is \$20,000.00

District Borrowing Rate = 0

Debt Service Component

\$20,000/20 =

\$1000.00

Collection Cost Component

2.00

Statutory Discount

Debt Service Component + Collection Cost Component

\$1002.00

Debt Service Component + Collection Cost Component /0.96

1043.75

Minus Debt Service Component + Collection Cost Component

1002.00

Statutory Discount

41.75

Fiscal 2006 assessment

Total Debt Service Component + Collection Cost Component + Statutory Discount

1043.75

\$86.98/month

IPP = Initial Prepayment Amount

IPP Adjusted Prepayment Amount

CALCULATION OF AMORTIZED RATE WORST CASE:

Debt Service Component

1. District Borrowing Rate = 8% (Ref §5.02(A)(1))
2. APP = IPP less previous principal payments
3. Principal Due = APP divided by 20 (Ref §5.02(A)(2))
4. Interest payable = APP x 0.08 (Ref §5.02(A)(3))
5. Debt Service Component = 3 + 4 (Ref §5.02(A)(3))

Collection Cost Component

1. Estimated -= \$50.00 (Ref §5.02(B))

Statutory Discount

(Ref §5.02(C))
Total of Debt Service Component + Collection Cost Component divided 0.96; minus total of Debt Service Component and Collection Cost component

Assessment

(Ref. §5.02(D))
Debt Service + Collection Cost + Statutory Discount

Sample single family residential:

Debt Service Component

APP	$\$4,770 - 238.50 =$	\$4,531.50
Principal Due	$\$4,531.50 / 19 =$	238.50
Interest	4531.50×0.08	362.52
Debt Service Component		601.02
Collection Cost Component		50.00

Statutory Discount

Debt Service Component + Collection Cost Component	\$651.02
Debt Service Component + Collection Cost Component / 0.96	678.15
Minus Debt Service Component + Collection Cost Component	651.02
Statutory Discount	27.13

Worst Case assessment

Total Debt Service Component + Collection Cost Component + Statutory Discount	678.15
	\$56.51/month

IPP = Initial Prepayment Amount

IPP Adjusted Prepayment Amount

Sample non-residential

Debt Service Component		
APP	$\$20,000.00 - 1000.00 =$	\$19,000.00
Principal Due	$\$19,000.00 / 19 =$	1,000.00
Interest	$19,000.00 \times 0.08$	1,520.00
Debt Service Component		2,520.00
Collection Cost Component		50.00
Statutory Discount		
Debt Service Component + Collection Cost Component		2,570.00
Debt Service Component + Collection Cost Component / 0.96		2,677.08
Minus Debt Service Component + Collection Cost Component		2,570.00
Statutory Discount		107.08
Worst case assessment		
Total Debt Service Component + Collection Cost Component +		2,677.08
Statutory Discount		\$223.09/month

IPP = Initial Prepayment Amount

IPP Adjusted Prepayment Amount

BILLING MEETING WITH FKAA

MDW, Kerry Shelby, FKAA Counsel

July 21, 2005

Major Points:

- Water / wastewater on same bill is most practical
 - Remittance to FKAA for fixed charge, usage charge, any other charges we decide to delineate (plan reviews, late fees, etc.)
 - Can set up electronic sweep to KLWTD bank account daily or less frequently
 - FKAA would provide customer service with respect to billing questions, and set up a direct phone switch to KLWTD for all other questions.
 - 12,000 gallon cap no problem.....same as little venice is set up in FKAA system.
 - Customer payments applied in a hierarchy of water fixed charge, water usage charge, other water charges, wastewater fixed charge, wastewater usage charge, other wastewater charges.
- If customer pays only water bill one month, then only water bill second month, billing system would apply second payment to wastewater and show water bill to be in arrears. FKAA would take enforcement action.
- New customers would go to FKAA Key Largo office to initiate water service. FKAA would also give them KLWTD Service Agreement and tell them to fill it out and return it to KLWTD office.

Counsel Cooperation (should begin soon):

- Need ILA to set up billing services.
- Need to develop KLWTD Service Agreement providing that FKAA is KLWTD collection agent, payment application priority will be FKAA hierarchy system, etc.
- Counsel suggested they may have some experience handling Calusa Campground which could be helpful.



Florida Keys Aqueduct Authority
 Post Office Box 1479
 1100 Kennedy Drive
 Key West, Florida 33041-1479
 Telephone (305) 296-2454
 www.fkaa.com



MARTIN D WAITS
 308 WOODS AVE
 TAVERNIER FL 33070

Account Number		Current Bill Due Date
4050-041235.20		08/05/2005
Past Due Amount	Total Amount Due	Amount Enclosed
	\$26.35	
See reverse side for explanation of charges and Customer Service information.		

- ☒ Please make checks payable to: FKAA
- ☒ Please write account number on check.
- ☒ Credit Card payment accepted.
 (During Office Hours Only)
- ☐ Please check here and fill out back of form
 for new phone number or mailing address.

PLEASE DETACH HERE AND RETURN THIS STUB WITH PAYMENT
 PLEASE RETAIN THIS PORTION FOR YOUR RECORDS

SERVICE ADDRESS		CODE	AMOUNT	CONSUMPTION HISTORY DATE (100 GAL.)	
308 WOODS LOT 14 AVE LAKE HARBOR, PLANT KEY		PB	33.59	06/2005	55
		CR	33.59-	05/2005	52
		BF	10.16	04/2005	61
Account Number	4050-041235.20	RS	16.19	03/2005	80
				02/2005	67
Reading Date / Number of Days Billed	07/06/2005 32			01/2005	103
				12/2004	34
Current Reading	000006712			11/2004	80
				10/2004	36
Previous Reading	000006674			09/2004	73
				08/2004	51
Consumed (100 Gal.)	38			07/2004	68
				06/2004	65
Current Bill Due Date	08/05/2005			05/2004	86
				04/2004	109
				03/2004	79
				02/2004	64
				01/2004	16
Make Check Payable to : FKAA			TOTAL AMOUNT DUE	\$26.35	

PAST DUE AMOUNT MUST BE PAID WITHIN FIFTEEN (15) DAYS OF "CURRENT READING DATE" APPEARING ON THIS BILL OR SERVICE WILL BE SUSPENDED AND A SERVICE CHARGE ADDED. FINAL CHARGES ARE DUE WHEN RENDERED.

Important Message

SWIMMING POOL LEAK DETECTION

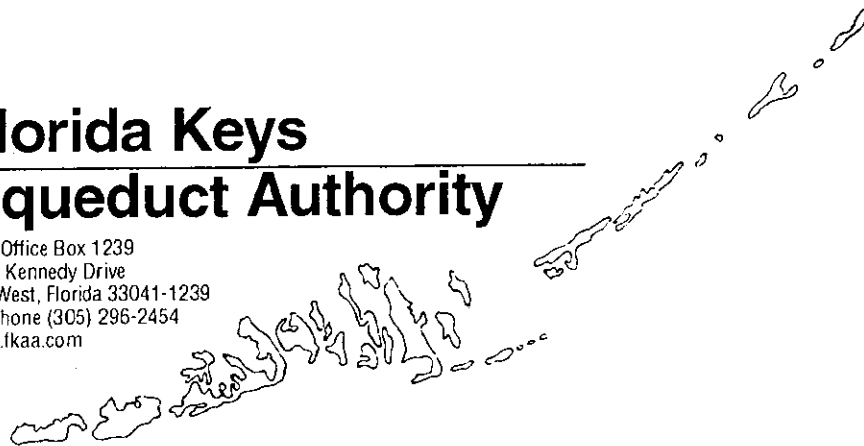
Even a minor swimming pool leak can cause substantial damage and result in high water bills and it is estimated that one pool in every 20 has a leak. A way to see if it's evaporation or may be a leak is to place a bucket on the top step of the pool and fill it with water to the pool's water level. After a day, if the water in the pool is lower than the bucket, there probably is a leak in the pool structure or plumbing system.

To further detect whether the cause is the structure or the plumbing system, measure the water loss when the pump is running for 24 hours and again with the pump off. If more water is lost when the pump is running, the plumbing is probably the cause.



Florida Keys Aqueduct Authority

Post Office Box 1239
1100 Kennedy Drive
Key West, Florida 33041-1239
Telephone (305) 296-2454
www.fkaa.com



John M. Koenig, Sr.
Chairman
Key West

Mary L. Rice
Vice-Chairman
Marathon

Harry E. Cronin
Secretary/Treasurer
Key Largo

Elena Z. Herrera
Rockland Key

Rose Dell
Big Pine Key

James C. Reynolds
Executive Director

October 6, 2004

Mr. Charles F. Fishburn
General Manager
Key Largo Wastewater Treatment District
PO Box 491
Key Largo, Florida 33037

Dear Mr. Fishburn:

In response to your letter of August 9th, our staff has met to discuss the possibilities of assisting the Key Largo Wastewater Treatment District (the District) in billing its customers. You asked that we evaluate four scenarios.

The first scenario was to provide monthly water flows to the District's customers on an electronic basis. This scenario is very easy and is a service that we currently provide to the City of Key West, Key Haven Utilities Corporation and North Key Largo Utilities for a monthly fee of \$150.

Scenario 2 was to prepare and mail billing statements to the District's customers with receipts sent to the District. We can easily incorporate the District's customers into our billing system and generate either separate bills or combine the billing into a single bill as we do for our own customers with water and wastewater service. A combined bill clearly delineates the charges by type of service. We could also include a return envelope with any address the District wants for remittances.

The third scenario was to prepare, mail and collect monthly billing statements. We can prepare the bills as described above and receive payments either through the mail or at any of our customer service locations, which includes an office in Tavernier. The receipts would be deposited into our regular deposit account at the end of each business day and transferred electronically to the District's bank account the next day. In cases when the customer does not pay their entire combined bill, our system applies the payment to the charges based on a hierarchy defined in the system. The hierarchy as it stands today applies payments first to water

charges and then to wastewater charges. Therefore, any shortfall in payments would fall to the District.

Scenario 4 was to prepare, mail, collect and enforce (shut off water) monthly billing statements. Our legal staff advises us that, since we have an agreement for service to provide water service, we would not be able to discontinue water service to our customers for failure to pay for wastewater service provided by another entity.

From a purely procedural standpoint, we can easily incorporate the District's billing into our utility billing system. Realistically, however, there may be other issues. If a customer receives a combined bill from the Authority, they will most likely assume that all customer service issues should be directed to the Authority. In many cases, such as interruption of service, billing disputes, abatement requests, rate questions, etc., we may not be the appropriate entity to address the problem. A system would need to be put into place to make customer service as seamless as possible for the customer.

We do not currently perform the services described in scenarios 2, 3 and 4 for any other entities and therefore we do not have a stated fee for such services nor have we yet attempted to establish what our fees would need to be to recover our costs. If the District remains interested in pursuing this effort, we will work on estimating a cost. Please let us know how you would like to proceed.

Very Truly Yours,

Kerry G. Shelby
Deputy Executive Director

Cc: Jim Reynolds, Executive Director, FCAA
Harry Bethel, Director of Customer Service



1117 East Robinson Street
Orlando, Florida 32801
Phone: 407.425.0432
Fax: 407.648.1036
www.cphengineers.com

May 13, 2005

Key Largo Wastewater Treatment District
P.O. Box 491
Key Largo, FL 33037

Attn: Mr. Chuck Fishburn, General Manager
Subject: Work Authorization Number 2

Dear Mr. Fishburn:

Enclosed please find our proposals for the collection systems for the Lake Surprise, Sexton Cove and Ocean Isle Estates. This will be Work Authorization Number 2. We have revised our proposal per our conversations on Wednesday, May 4, 2005 and believe it covers all the design effort required for project as described by the District staff. We look forward to your review and comments on this new submittal.

We have also included the conventional survey required for the design. This is a stand alone project and can be authorized to proceed and we can begin work. It does not depend on any other elements, other than previously completed work, to proceed upon your authorization.

We thank you for this opportunity to be of service to KLWTD and look forward to the successful completion of the project.

Sincerely,
CPH Engineers, Inc.

A handwritten signature in black ink, appearing to read "Terry M. Zaudtke", is written over the typed name and title.

Terry M. Zaudtke, P.E., DEE
Chief Operating Officer

C:\Documents and Settings\zaudtke\My Documents\Key Largo Wastewater Treatment District Proposal Cover letter
collection system 1.doc

Work Authorization No. 2

Professional Services Agreement Between the

Key Largo Wastewater Treatment District Utility District, a legal entity and public body
created by Chapter 02-337, Laws of Florida, 2003

And

CPH Engineers, Inc.

A. Summary of Services to be Rendered

Final design services the sewerage collection systems for the subdivisions of
Lake Surprise, Sexton Cove and Ocean Isle Estates. More fully described in
the attached proposals.

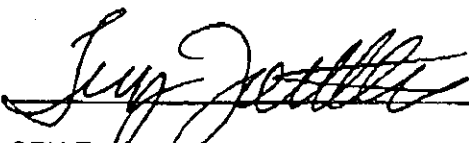
B. Project Cost

Not to exceed without further authorization, \$615,361.29.

C. Schedule:

A project schedule is attached to the SRF Planning and Preliminary
Engineering Proposal.

D. ~~Notice/Project Manager of Consultant~~



CPH Engineers,
Terry M. Zaudtke, P.E., DEE
Chief Operating Officer

KLWTD Chairman

Certification that Sufficient Funds are Available:



CFO



Director of Operations

Collection System Design Scope

SECTION 1 - GENERAL

1.0 General

The purpose of this proposal is to authorize the Engineer to prepare a design, permitting and bidding assistance for the collection systems for the subdivisions of Lake Surprise, Sexton Cove and Ocean Isle Estates. During the preliminary engineering phase, we will establish the general layout of the project, lift station/vacuum station locations and the initial sizing of the collection system lines. Sizing will be based on the actual lots and/or units actually served within each subdivision. Some areas are shown on plats but were not constructed or completed as planned. No service will be provided to areas where no roads or housing exists. No provisions for future flows will be made other than as directed by the District.

The sizing and location of sewer lines will be based on the survey that is described in Task 2 of the proposal. No one foot contour topographic mapping exists for the area and we cannot do detailed preliminary analysis without accurate data, so we therefore must wait for the survey to perform the design. The design will be based on a vacuum system in accordance with the Master Wastewater Plan for the area. If and where possible and where it is cost effective, we will incorporate gravity sewer sections into the design. This is known as a "hybrid system".

The plans will be developed based on a 1 inch equals 40 feet scale and will be plan and profile sheets. The 30% submittal will show only the plan perspective.

SECTION 2

DETAILED DESCRIPTION OF THE SCOPE OF SERVICES

2.0 Scope of Services

The Engineer will assist the KLWTD in preparing Design Documents as described herein to meet the requirements of the SRF program (a potential funding source for the service area of the KLWTD), permit review agencies and assist in the establishment, in conjunction with the KLWTD staff, the long term design criteria to be used throughout the duration of the entire project. The following items are included and we have attached a detailed manhour breakdown for this work:

TASK 1 - 30% Submittal

The Engineer will be provided with existing data. The Engineer has downloaded the Monroe County Master Wastewater Plan which will serve as the basis of all

planning/design efforts. In addition, the District will provide us with data and information from other consultants employed by the District for this and associated projects. The Engineer will obtain record drawings from the FCAA and FDOT for the subdivisions listed above. We will also contact other utilities such as the electric power company, cable, telephone and gas. We will use this information to develop the design and alignment of the gravity sewer system.

Upon receipt of the survey information, the ENGINEER will prepare a preliminary layout of the proposed line. The 30% plans submittal will be plan view only and the sheets will be utilized in a meeting with the OWNER. Sheets will be laid out identifying the streets of the subdivisions and the recommended alignment of the collection system. Where possible, the commercial areas along US 1 will be served by adjacent proposed collection systems.

TASK 2 – Survey and Geotechnical Investigations

- A. The ENGINEER has included a separate task for the survey work for this project. We have not included pricing for vertical verification of any utilities. Such services can be provided if requested. As discussed with the staff, we have only included the cost to perform the verification of underground utility locations via the use of Sunshine One Call for flagging of utilities or Record Drawings from the respective utility owners. Only one survey mobilization will be performed for Sunshine One Call. If the utilities are not flagged during that event, we will use the available record drawings provided by the utility to indicate the general location of the underground utility. The survey in each subdivision will identify the following:

1. The full ROW
2. Define ROW limits
3. Delineate lot lines
4. Topography (by spot shots)
5. Culture such as all above ground features like driveways, power poles, hydrants and drainage structures.
6. Underground utilities as marked by Sunshine One Call (see above).

- B. We have not allocated any time or effort for geotechnical investigations for the project. We do not believe significant information will be required.

TASK 3 – Preparation of Construction Documents

- A. The ENGINEER will prepare the project construction documents. These documents will include all required plan and profile views and all necessary construction details and notes for the project. The construction documents will also include preparation of

the construction specification documents for the project. The ENGINEER will submit five (5) sets of construction documents to the KLWTD for review and comment at the 60% and 90% complete levels. The 60% plans will be utilized in a review meeting with the OWNER. The meeting will take place at the District offices in Key Largo. The 90% level of completion of the construction documents shall be at a level to allow the project to be bid.

- B. The 90% plans will be utilized in a review meeting with the OWNER. The meeting will take place at the District offices in Key Largo.
- C. Following the 90% review by the KLWTD, the ENGINEER will prepare and submit five (5) sets of 100% complete construction documents. Included with this submittal will be the submission of the electronic drawing files and the technical specifications. The drawing files will be submitted in AutoCAD release 2004 format, and the technical specifications will be submitted in Microsoft Word format.
- D. The ENGINEER will submit an Engineers Opinion of Probable Construction Cost for the project based on the 100% plan set.

TASK 4 - Permitting

The ENGINEER shall prepare and submit required permit applications associated with the project to FDEP wastewater permit. The ENGINEER shall respond to request(s) for additional information (RAI) received as a result of the submittal packages. All permit fees shall be paid by the OWNER directly to the agency.

TASK 5 - Bidding Assistance

The base contract identifies the required tasks for bidding services. **The Engineer can provide these services and can provide a proposal to identify the associated costs.** It is advisable to provide this proposal upon completion of approvals/permitting for the final design plans. The following tasks would be included in the proposal at that time:

- A. Provide interpretation and clarification of Contract Documents during bidding;
- B. Coordinate bid process with District including advertisements, publications, contract Document sales and receipt of bids;
- C. Distribute Contract Documents during bidding phase to prospective bidders;
- D. Maintain record of prospective bidders to whom bidding documents have been distributed;
- E. Organize and conduct pre-bid meeting with prospective bidders;
- F. Attend the bid opening, prepare bid tabulation sheets and assist District in evaluating bids or proposals and in assembling and awarding contracts for construction, materials, equipments and services;

- G. Assist District in evaluating bidder's previous experience, if necessary;
- H. Prepare and issue addenda as appropriate to interpret or clarify Contract Documents;
- I. Provide District with a recommendation as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the bidders for those portions of the work as to which such acceptability is required by the Contract Documents;
- J. Provide District with recommendation concerning the acceptability of substitute materials and equipment proposed by bidder(s) when substitution prior to award of contracts is allowed by the Contract Documents; and
- K. Make a recommendation of contract award.

TASK 6 – Construction Administration

- A. The ENGINEER has the ability to provide construction administration services and can provide a separate proposal to the District if requested.

We are providing a detailed cost proposal spreadsheet that outlines the man-hours and sub-consultant costs for each task of the project. We understand that the project is of high importance and we will do what is necessary to assist the AUTHORITY in meeting the schedule.

The collection system design will be a stand alone project.

Key Largo

Sexton Cove/Lake Surprise/Ocean Isle Estates

Task 1	Task Description	Project Manager	Project Engineer	ENT	Design Tech	Secretary	Subconsultant /Expenses
1	30% Submittal and preliminary design						
	Gather data from previous reports and analyze for use in the design						
a	Obtain FDOT plans	1	16	24	16	8	
b	Obtain FKA plans	1					
c	Obtain other utility plans	1					
d	Review master plan	1					
e	Site visit to gather information and video for in house use	1					
2	Prepare 30% drawings submittal						
a	Cover sheet	1	16	16	32		\$2,000.00
b	General Notes Sheet	1					
c	Location/Key Map (3 sheets)	1	1	2	6	2	
d	Plan and Profile sheets of sewer system (49 anticipated at 1"=40' scale)	3	3	6	12	4	
e	Vacuum system details - two sheets	49	196	490	10	17	
f	Vacuum Station site - two sheets/two sites	2	8	16	24		
g	Vacuum station piping - two sheets/two sites	2	8	16	24		
h	Vacuum station landscape - two sheets/two sites	2	8	16	24		
i	Vacuum Station Structural four sheets	2	8	16	24		
j	Vacuum Station Architectural four sheets	4	4	16	24		
k	Vacuum Station Mechanical equipment - five sheets	4	4	16	24		
l	Vacuum station MEP three sheets	5	20	40	60		\$18,500.00
m	Vacuum station Electrical six sheets	3	6	12			\$15,000.00
n	Vacuum station instrumentation and controls two sheets	6	12				\$33,000.00
o	Miscellaneous Details (4 sheets)	2	4				incl.
3	Prepare design and design calculations	1	8	16	16		incl.
4	Meet with staff and field verification of plans	16	80	80			
		8	8			8	
		116	411	740	832	27	\$1,000.00

SUBTOTAL DIRECT LABOR

SUBTOTAL	
Total Labor Cost	\$192,220.00
Meeting expenses	\$182,220.00
Misc. Expenses	\$69,500.00
TOTAL TASK 1	\$1,282.00
	\$263,002.00

Principal/Project Manager	RATE	116	\$14,500.00
Project Engineer	\$125.00	411	\$43,155.00
ENT	\$105.00	740	\$62,900.00
Design Tech	\$85.00	832	\$70,720.00
Secretary	\$65.00	27	\$945.00
Subtotal Raw Labor			\$192,220.00

	RATE	
Project Manager	\$125.00	307
Project Engineer	\$105.00	774
EIT	\$85.00	484
Senior Design Tech	\$65.00	430
Secretary	\$35.00	90
Subtotal: Raw Labor		<u>\$3,150.00</u>
		\$3,307.26 <u>00</u>

MISCELLANEOUS EXPENSES

Key Largo Sexton Cove/Lake Surprise/Ocean Isle Estates												
ITEM DESCRIPTION	COST	UNIT	TASK 1		TASK 2		TASK 3		TASK 4		Qty	Ext
			Qty	Ext	Qty	Ext	Qty	Ext	Qty	Ext		
Photocopies 8 1/2 x 11	\$0.05	Sheet	30	\$1.50								
Photocopies 11x 17	\$0.20	Sheet										
Standard plot	\$6.40	Sheet	114	\$728.60								
Blueprinting 24" x 36"	\$0.60	Sheet	912	\$547.20								
Mylar plot	\$8.00	Sheet										
Half size plots	\$1.40	Sheet										
Mileage	\$0.32	Mile										
Color Flyer 8 1/2 x 11 double sided	\$1.70	Each										
Color Plot 24" x 36"	\$36.00	Sheet										
Postage	\$0.37	Letter	10	\$3.70								
Scanned Images	\$1.10	Sheet										
Digital Camera	\$10.00	Ea Use										
Diskette	\$3.50	Disk										
Video Camera	\$15.00	Ea Use										
TOTALS				\$1,282.00		0		\$3,204.50				\$584.79

We have included three (3) trips in the design portion at an expense cost of \$1000 per trip. Any additional trips will be provided at this rate.

We have included one (1) trip in the preliminary design portion at an expense cost of \$2000 because it includes four (4) persons.

Key Largo Sexton Cove/Lake Surprise/Ocean Isle Estates		
TASK SUMMARY		
LUMP SUM TASKS		
TASK 1	30% SUBMITTAL	\$263,002.00
TASK 2	SURVEY	\$110,625.00
TASK 3	PREPARATION OF CONSTRUCTION DOCUMENTS	\$235,489.50
TASK 4	PERMITTING ASSISTANCE	\$6,244.79
	TOTAL LUMP SUM PROJECT COST	\$615,361.29

To perform Task 1, Task 2 must also be authorized.

Key Largo Sexton Cove/Lake Surprise/Ocean Isle Estates						
Fixed Fee Services						
Item Description	Project Manager	Project Engineer	EIT	Design Tech	Secretary	Total
Total Manhours (See Task Breakdown)	431	1161	1256	1662	125	4635
Raw Labor Wage Rate (\$/hr)	\$125.00	\$105.00	\$85.00	\$85.00	\$35.00	
Total Raw Labor Cost	\$53,875.00	\$121,905.00	\$106,760.00	\$141,270.00	\$4,375.00	\$428,185.00
Total Labor Cost						\$428,185.00
Survey						\$95,625.00
Expenses						\$20,051.29
Subconsultant/Expenses						\$71,500.00
TOTAL FIXED FEE AMOUNT						\$615,361.29

Sexton Cove/Lake Surprise/Ocean Isle Estates Sewerage System Design and Bidding Schedule

TASK	START DATE	DUE DATE
Notice to Proceed	July 1, 2005	
SURVEY AND DESIGN		
Receipt of Survey		September 30, 2005
Preliminary layout and investigation of sewerage system	July 1, 2005	
30% Design/Plan Preparation	October 3, 2005	November 18, 2005
30% Plan Submittal		November 23, 2005
Review of 30% Submittal	November 28, 2005	December 2, 2005
60% Design/Plan Preparation	December 5, 2005	January 27, 2006
60% Plan Submittal		January 27, 2006
Review of 60% Submittal	January 30, 2006	February 3, 2006
90% Design/Plan Preparation	February 6, 2006	March 24, 2006
90% Plan Submittal		March 24, 2006
Review of 90% Submittal	March 27, 2006	March 31, 2006
100% Design Preparation	April 3, 2006	April 7, 2006
100% Design Submittal		April 10, 2006
PERMITTING and BIDDING		
Submit Permit Packages for signature		March 24, 2006
Submit Permit Packages to agencies		March 31, 2006
FDEP Permit Review	April 1, 2006	April 30, 2006
Respond to Requests for Additional Information	May 1, 2006	May 15, 2006
Advertise for Bids		May 15, 2006
FDEP Permit Review	May 15, 2006	June 15, 2006
Receive Permit	June 15, 2006	
Bid Date		July 15, 2006

Notes:

- 1) The 30% and 60% reviews would be conducted during the design process, i.e. the work will continue while we are awaiting comments in order to expedite the process.
- 2) The 90% will be completed before preparation of the 100% drawings.
- 3) The 90% drawings will be "ready for bids".
- 4) Permit review assumes one RAI from the review agency.

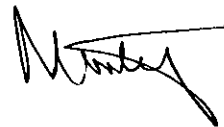
Memo

To: Board of Commissioners
From: Marty Waits
Date: 07/28/05
Re: MSTU Funding Report

Commissioners,

The FY 2006 Preliminary Operating Budget is being presented by staff for discussion at your meeting on August 3, 2005.

The attached report provides additional information regarding the status of MSTU funding for the District.



Marty Waits

KEY LARGO MSTU SUMMARY

	<u>FY 2004 Actual</u>	<u>FY 2005 Outlook</u>	<u>FY 2006 Estimate</u>
Revenues:			
Taxes	\$ 764,106	\$ 921,000	\$ 1,060,000
Charges For Services	10,810	10,116	10,000
Investment Income	<u>4,947</u>	<u>6,500</u>	<u>6,000</u>
Total Revenues	\$ 779,863	\$ 937,616	\$ 1,076,000
Expenditures:			
Tax Collector Fees	22,274	27,000	31,000
Disbursements To District	<u>523,853</u>	<u>400,000</u>	<u>550,000</u>
Total Expenditures	\$ 546,127	\$ 427,000	\$ 581,000
Excess Revenues	\$ 233,736	\$ 510,616	\$ 495,000
Cumulative Excess		\$ 744,352	\$ 1,005,616

P.O. Box 491 Key Largo, FL 33037
Phone: 305-451-5105
Fax: 305-451-5105

**Key Largo
Wastewater
Treatment District**

Memo

To: KLWTD Board
From: Carol Simpkins, CMC
CC: File
Date: August 3, 2005
Re: TAB 23

Please see attached Collection System Design Scope which is additional information for TAB 23 CPH collection System Work Authorization.

Collection System Design Scope

SECTION 1 - GENERAL

1.0 General

The purpose of this proposal is to authorize the Engineer to prepare a design complete with construction documents, and provide permitting and bidding assistance for the collection systems for the subdivisions of Lake Surprise (including Lake Surprise II), Sexton Cove and Ocean Isle Estates (Collection Basin IV; Figure 2) and Largo Gardens, Bahia Mar Estates, Pamela Villa, Winter Waterways, Key Largo Campground and John Pennekamp State Park (Collection Basin I; Figure 1). We have attached Figures 1 and 2 which identify the areas covered by this proposal. During the preliminary engineering phase, we will establish the general layout of the project, lift station/vacuum station locations and the initial sizing of the collection system lines. Sizing will be based on the actual lots and/or units actually served within each subdivision. Some areas are shown on plats but were not constructed or completed as planned. No service will be provided to areas where no roads or housing exists. Provisions for future flows will be based on discussions with KLWTD and shall be as directed by the District.

SECTION 2

DETAILED DESCRIPTION OF THE SCOPE OF SERVICES

2.0 Scope of Services

The Engineer will assist the KLWTD in preparing Design Documents as described herein to meet the requirements of the SRF program (a potential funding source for the service area of the KLWTD), permit review agencies and assist in the establishment, in conjunction with the KLWTD staff and the long term design criteria to be used throughout the duration of the entire project. A design submittal protocol for deliverables is attached for the Collection System Design Scope.

The following items are included and we have attached a detailed manhour breakdown for this work:

TASK 1 – Preliminary Design and 30% Design Submittal

General: The Engineer will be provided with existing data available to KLWTD. The Engineer has downloaded the Monroe County Master Wastewater Plan which will serve as the basis of all planning/design efforts. In addition, the District will provide us with data and information from other consultants employed by the District for this and associated projects. The Engineer will obtain record drawings from the FKAA for the subdivisions listed above. We will also contact other utilities such as the electric power

company, cable, telephone and gas for available information. We will use the information described above to develop the design and alignment of the sewer collection system.

The contract documents will be based on plan and profile sheets based on a 1 inch equals 40 foot scale.

Preliminary Engineering Design Analysis: The Engineer will prepare an analysis/evaluation of collection system alternates, i.e. vacuum, gravity and low pressure. In order to complete this task, survey information from TASK 2 will be required. Without good topographic information, we cannot properly prepare alternate system layouts and evaluate whether the alternate sewerage systems are technically feasible. We also need survey information/preliminary design to prepare an accurate Opinion of Probable Construction Cost for each alternate. The Preliminary Engineering Report will include a life cycle cost analysis and a recommendation to the District on which system to design. Hurricane event/power outages will also be addressed. Alternative construction techniques will also be addressed in the report. This evaluation will address techniques that may lower the construction cost or the construction impacts on the area such as trenchless technology and dewatering alternatives.

The purpose of the Preliminary Engineering phase is to present alternatives in a manner that will allow the District to make an informed decision as to how the project shall proceed. The Engineer will evaluate wastewater needs to determine the requirements of the sewerage system including any vacuum/lift stations to serve the residential and commercial sites of less than 1000 GPD. Commercial entities or combined multi-family sites over 1000 GPD will also be addressed. The Engineer will prepare and submit to the District a Preliminary Engineering and Design Report. The report will summarize the site plan and design of the proposed vacuum/lift station(s), present recommendations and present a cost estimate for each type of construction. Specific tasks that must be completed during the Preliminary Engineering phase shall include the following:

- 1) Collect and review all available information such as previous reports, maps, aerials, surveys, easements, ROW records, plans, record drawings, soils investigation reports, privately owned utility system data and standards that may be pertinent to the successful completion of the project. Review all requirements of all agencies having jurisdiction over the project. Collect and review any other information that may have a bearing and impact on the planning, design, approval, permitting, construction or operation of the Project. The District will assist the Engineer by providing available information at its disposal.
- 2) Evaluate existing conditions. Consider current field conditions and any proposed site improvements and changes that may impact the project.
- 3) Determine existing and future wastewater flows to be serviced.
- 4) Prepare preliminary plan for gravity, vacuum and pressure options. Identify potential conflicts with other utilities and identify areas where special construction techniques, easements, and/or temporary construction easements may be required. If and

where possible and where it is cost effective in the vacuum design, we will incorporate gravity sewer sections into the design. We will define this as a "hybrid system".

- 5) Prepare a preliminary cost analysis based on these layouts, determine the life cycle cost of the systems and determine the most cost effective solution.
- 6) Submit a Preliminary Design Memorandum/Report that presents the findings and conclusions of the preliminary Engineering effort. The report will include the draft layout of the systems, preliminary design, illustrative sketches and plans, permit requirements and the conclusions and recommendations for further execution of the project.
- 7) Submit the number of copies in accordance with the submittal protocol.
- 8) Meet with the District and discuss the report and obtain approval for continuation of the project.

30% Submittal: Upon review and approval of the Preliminary Design Report, the ENGINEER will prepare a preliminary layout of the proposed system based on the selected alternative. The 30% plans submittal will be plan view only and the sheets will be utilized in a meeting with the OWNER. Submittals shall be in accordance with the submittal protocol. Sheets will be laid out identifying the streets of the subdivisions and the recommended alignment of the collection system. The commercial areas along US 1 within the basin boundaries (shown in the exhibits attached) will be served by the adjacent proposed collection systems. If the commercial establishment is greater than 1000 GPD, an alternate form of connection will be described and shown for this entity. We will not design lift stations for the commercial sites or multi-family single source sites greater than 1000 GPD.

Retain the services of a mechanical/electrical/plumbing/instrumentation engineer to provide engineering design services for the vacuum/lift stations required to serve the basins. Responsibilities include the coordination with the electrical utility to obtain service to the site, prepare electrical wiring diagrams, emergency power requirements, instrumentation diagrams and controls, plumbing and HVAC required for the installation and all other necessary items in accordance with the State of Florida electrical and plumbing code for the construction of the project.

Utilize our in-house architect to provide drawings necessary to obtain a building permit in accordance with the State of Florida Building Code. Building will integrate with the neighborhood and look as residential as possible and will be elevated to meet hurricane requirements.

Retain the services of a structural engineer to provide the drawings necessary to obtain a building permit for a stand alone building in accordance with the State of Florida Building Code.

TASK 2 – Survey and Geotechnical Investigations

- A. Survey – This work will be performed by a subconsultant of the ENGINEER. Survey shall be performed to State Standards as per Chapter 61G17-6 of the Florida Administrative Code. The proposal from the surveyor is attached.
- B. Geotechnical – Retain the services of a geotechnical engineer for the project. The scope will be as follows as directed by the engineer:
 - a) Mobilization
 - b) Stake boring locations
 - c) Set up and maintain MOT
 - d) Obtain local permits for the work, if required.
 - e) Perform borings every 1000 lineal feet to a depth of 12 feet for the collection system.
 - f) Perform visual classification and limited laboratory testing of the soil samples obtained from the borings. Laboratory testing may include grain size, organic content and other analysis to verify visual classification of soils types.
 - g) Provide a geotechnical report which includes the following: existing site conditions, exploration, testing and sampling methods; subsurface soil conditions encountered and soil classifications; depth to groundwater at the time of exploration and estimated seasonal high groundwater levels; geotechnical design recommendations regarding design and construction of the forcemain, including bedding and backfill suitability of existing soils and trench safety; discussion of general site preparation techniques, fill compaction, etc.

TASK 3 – Preparation of Construction Documents

- A. The ENGINEER will prepare the project construction documents in accordance with 61G15-19.001, F.A.C. These documents will include all required plan and profile views and all necessary construction details and notes for the project. The plans will be prepared based on a 1 inch equals 40 foot scale. The construction documents will also include preparation of the construction specification documents for the project. The ENGINEER will submit five (5) full size sets and two half size sets of construction documents to the KLWTD for review and comment at the 60% and 90% complete levels in accordance with the submittal protocol attached.
- B. The 60% plans submittal will be utilized in a review meeting with the OWNER. The meeting will take place at the District offices in Key Largo.
- C. The 90% level of completion of the construction documents shall be at a level to allow the project to be bid with submittals in accordance with the submittal protocol.

- D. The 90% plans will be utilized in a review meeting with the OWNER. The meeting will take place at the District offices in Key Largo.
- E. Following the 90% review by the KLWTD, the ENGINEER will prepare and submit ten (10) sets of 100% complete construction documents. Included with this submittal will be the submission of the electronic drawing files and the technical specifications. The drawing files will be submitted in AutoCAD release 2004 format, and the technical specifications will be submitted in Microsoft Word format.
- F. The ENGINEER will submit an Engineers Opinion of Probable Construction Cost for each phase of the project based on the 30%, 60%, 90% and 100% plan sets.
- G. The Engineer will provide KLWTD with an overlay set of plans based on the 100% design construction drawings and a background from an existing aerial database (adjusted to the drawing scale). We have assumed a scale of 1"=100' for this task and double plan sheets. We have been advised that FDOT has recently flown aerials of this area (non-rectified) and we will use these if available, otherwise we will use other available information. We cannot guarantee the clarity of the background aerials.

TASK 4 - Permitting

The ENGINEER shall schedule a pre-application meeting with the associated regulatory agencies to discuss the project requirements and inform the District and the District's Engineer of the date and time. The District or its Engineer may elect to attend in person or by telephone conference. Whether District or District staff attend or not, Engineer shall provide minutes of the meetings to the District and a summary of the findings with the 30% submittal.

The ENGINEER shall prepare and submit all required permit applications associated with the project to applicable regulatory agencies including but not limited to FDEP, FDOT, SFWMD, and Monroe County and will provide advice to the District regarding the timing of permit application submittals with the goal of obtaining permits prior to bidding. The ENGINEER shall respond to request(s) for additional information (RAI) received as a result of the submittal packages. All permit fees shall be paid by the OWNER directly to the agency.

TASK 5 – Bidding Assistance

The base contract identifies the required tasks for bidding services. The following tasks are included in this proposal:

- A. Provide interpretation and clarification of Contract Documents during bidding;

- B. Prepare and issue addenda as appropriate to interpret or clarify Contract Documents;
- C. Provide District with a recommendation as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the bidders for those portions of the work as to which such acceptability is required by the Contract Documents;
- D. Provide District with recommendation concerning the acceptability of substitute materials and equipment proposed by bidder(s) when substitution prior to award of contracts is allowed by the Contract Documents.
- E. Attendance at a single pre-bid conference.

We are providing a detailed cost proposal spreadsheet that outlines the man-hours and sub-consultant costs for each task of the project. We understand that the project is of high importance and we will do what is necessary to assist the AUTHORITY in meeting the schedule.

Design Submittal Protocol – Collection System Project

Activity 1 – Preliminary Design Report

CPH will provide a report for review on the proposed systems. CPH will provide seven (7) final draft copies for distribution by KLWTD. KLWTD will review this report within seven working days and send written comments to CPH. A meeting will be held in KLWTD offices to discuss within 21 calendar days of the submittal date. After the meeting, CPH will incorporate the comments and return seven (7) final copies for final approval within fourteen (14) calendar days of receipt of the comments.

Activity 2 – 30% Submittal

CPH will prepare the 30% design submittal including a 30% Opinion of Probable Construction Cost. Formally transmit copies to the listed project participants for review and comment allowing fifteen (15) working days (21 calendar days) for review prior to the scheduled review meeting. We assume the meeting will take place within 28 calendar days of the submittal date. No later than two working days prior to the meeting, the KLWTD General Manager will collect written review comments from the KLWTD project participants and fax or email these to CPH. Distribution of documents will be as shown below. Provide written minutes of the meeting for review within seven calendar days of the meeting. Provide written responses to the comments made during the review meeting at the next scheduled review (60%). After the 30% review, we will schedule the pre-application meeting with the required agencies, Monroe County, FKAA, FDOT and FDEP. At this level of effort we will have the information necessary to discuss the project in a level of detail that will identify the location of the forcemain and the collection system of the commercial area.

Activity 3 – 60 % Submittal

CPH will prepare the 60% design submittal including a 60% Opinion of Probable Construction Cost. Formally transmit copies to the listed project participants for review and comment allowing fifteen (15) working days (21 calendar days) for review prior to the scheduled review meeting. We assume the meeting will take place within 28 calendar days of the submittal date. No later than two working days prior to the meeting, the KLWTD General Manager will collect written review comments from the KLWTD project participants and fax or email these to CPH. Distribution of documents will be as shown below. Provide written minutes of the meeting for review within seven calendar days of the meeting. Provide written responses to the comments made during the review meeting at the next scheduled review (90%).

Activity 4 – 90 %

CPH will prepare the 90% design submittal including a 90% Opinion of Probable Construction Cost. Formally transmit copies to the listed project participants for review and comment allowing fifteen (15) working days (21 calendar days) for review prior to the scheduled review meeting.

We assume the meeting will take place within 28 calendar days of the submittal date. No later than two working days prior to the meeting, the KLWTD General Manager will collect written review comments from the KLWTD project participants and fax or email these to CPH. Distribution of documents will be as shown below. Provide written minutes of the meeting for review within seven calendar days of the meeting. Provide written responses to the comments made during the review meeting at the next scheduled submittal (100%).

Also at the 90% level of effort, we will formally submit documents to the permitting agencies in accordance with their requirements and regulations.

Activity 5 – 100 % / Final

CPH will prepare the 100% design submittal including a 100% Opinion of Probable Construction Cost within 28 days of the formal review meeting for the 90% submittal. Formally transmit two copies to the KLWTD General Manager along with a written description of the resolution of the 90% comments

Distribution List for the above Submittals

All documents will be delivered to the KLWTD offices in Key Largo.

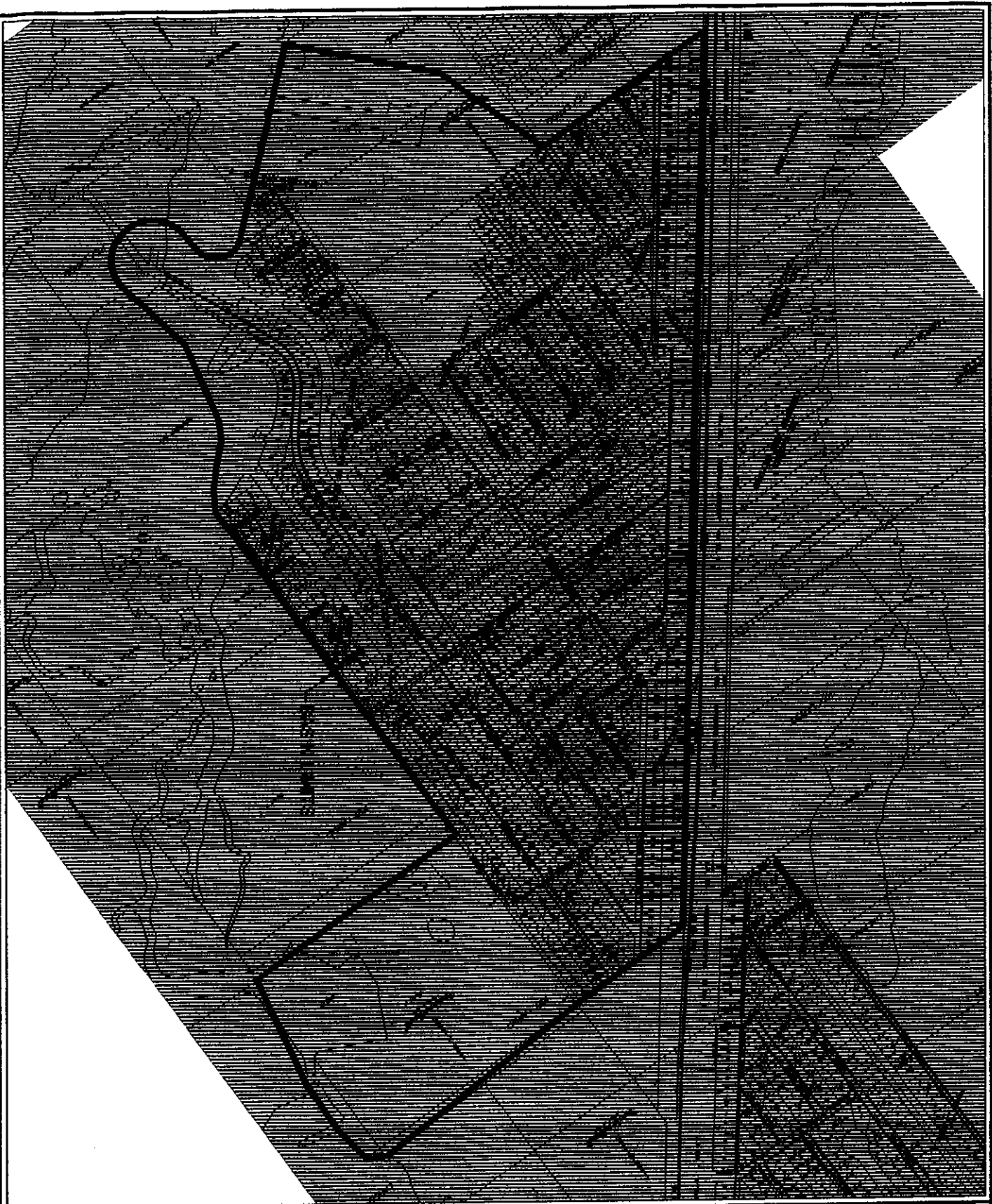
The KLWTD project participants are:

- Charlie Brooks of KLWTD Board (1 Full Size Set)
- Claude Bullock of KLWTD Board (1 Full Size Set)
- KLWTD Staff (2 Full Size Sets)
- Weiler Engineering (1 Full Size Set)
- Tom Dillon – District Council (1 Half Size Set)
- District Clerk – (1 Half Size Set). This set is to be preserved as the official record of the submittal.
- CPH Engineers (1 Full Size Set)
- For final submittal (100%), three half size sets will be provided for the inspection team.
- For final submittal (100%), three full size sets of the aerial overlays will be provided for the inspection team.
- For bidding purposes, CPH will provide 10 sets of construction documents.
- Distribution for permitting agencies shall be in accordance with their requirements plus one full size set and copies for KLWTD and one full size set and copies for CPH Engineers.

Activity 6

The KLWTD General Manager will maintain an issue's log in which unresolved issues of importance are tracked. CPH will formally address comments in the subsequent design development submittal unless a more immediate response is required to avoid delays to the project schedule.

We have previously submitted a schedule for the project. The final schedule will be adjusted in accordance with the official Notice to Proceed date.

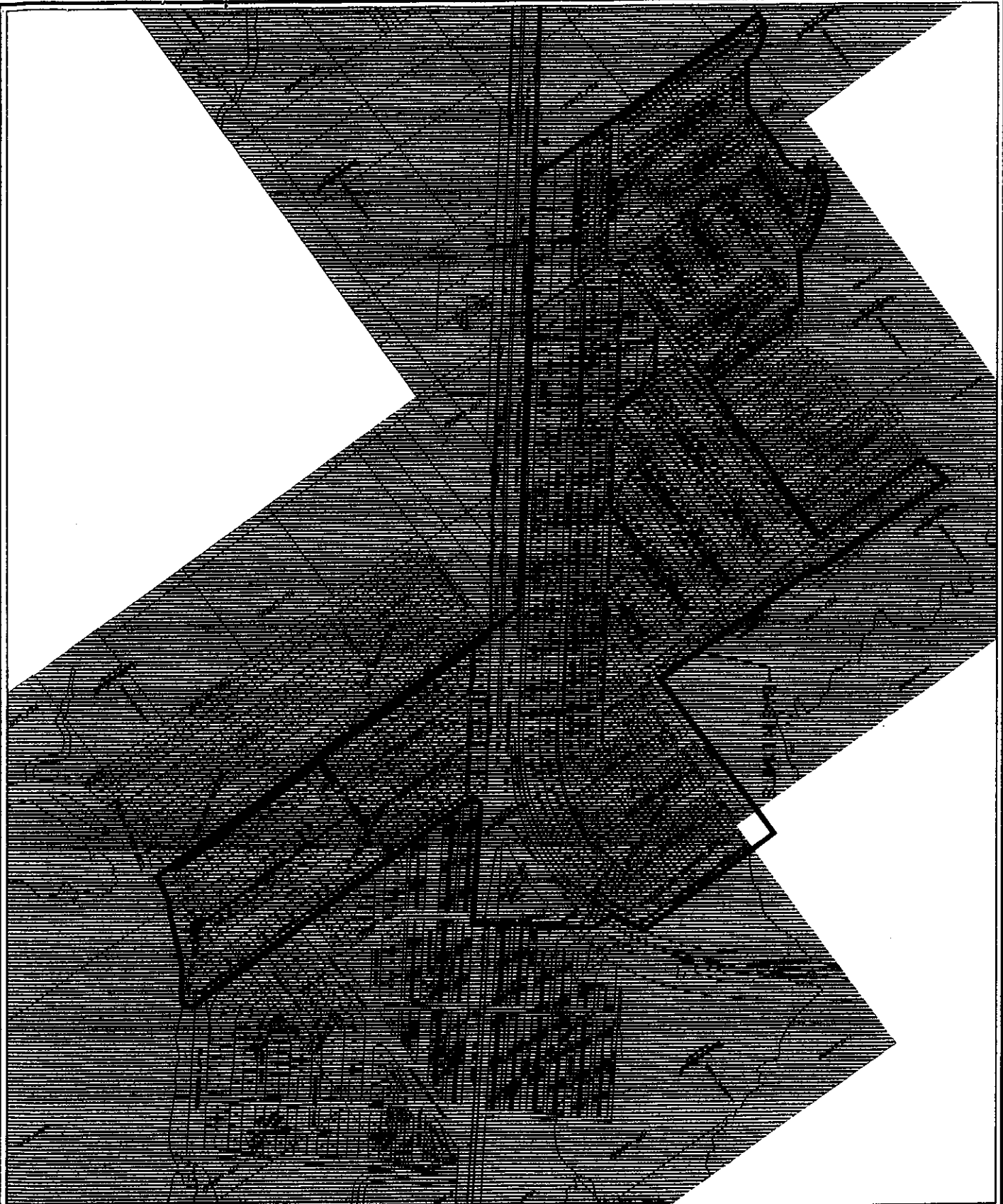


cph Engineers
Surveyors
Planners / Landscape Architects
Environmental Scientists
Construction Management
www.cphengineers.com
1117 East Robinson Street, Orlando, FL 32801
Phone: 407.425.0652 Fax: 407.648.1036

Scale: 1" = 700'
Date: 08-01-2005
Job No.: K3001
Certificate of Authorization
No. 3215

BASIN MAP
CLIENT
KEY LARGO FM AND LIFT STATION

© 2004
FIGURE
1



cph
Engineers
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www.cphengineers.com
1117 East Robinson Street, Orlando, FL 32801
Phone: 407.625.0452 Fax: 407.648.1036

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Certificate of Authorization
No. 3215

BASIN MAP
CLIENT
KEY LARGO FM AND LIFT STATION

FIGURE
2

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